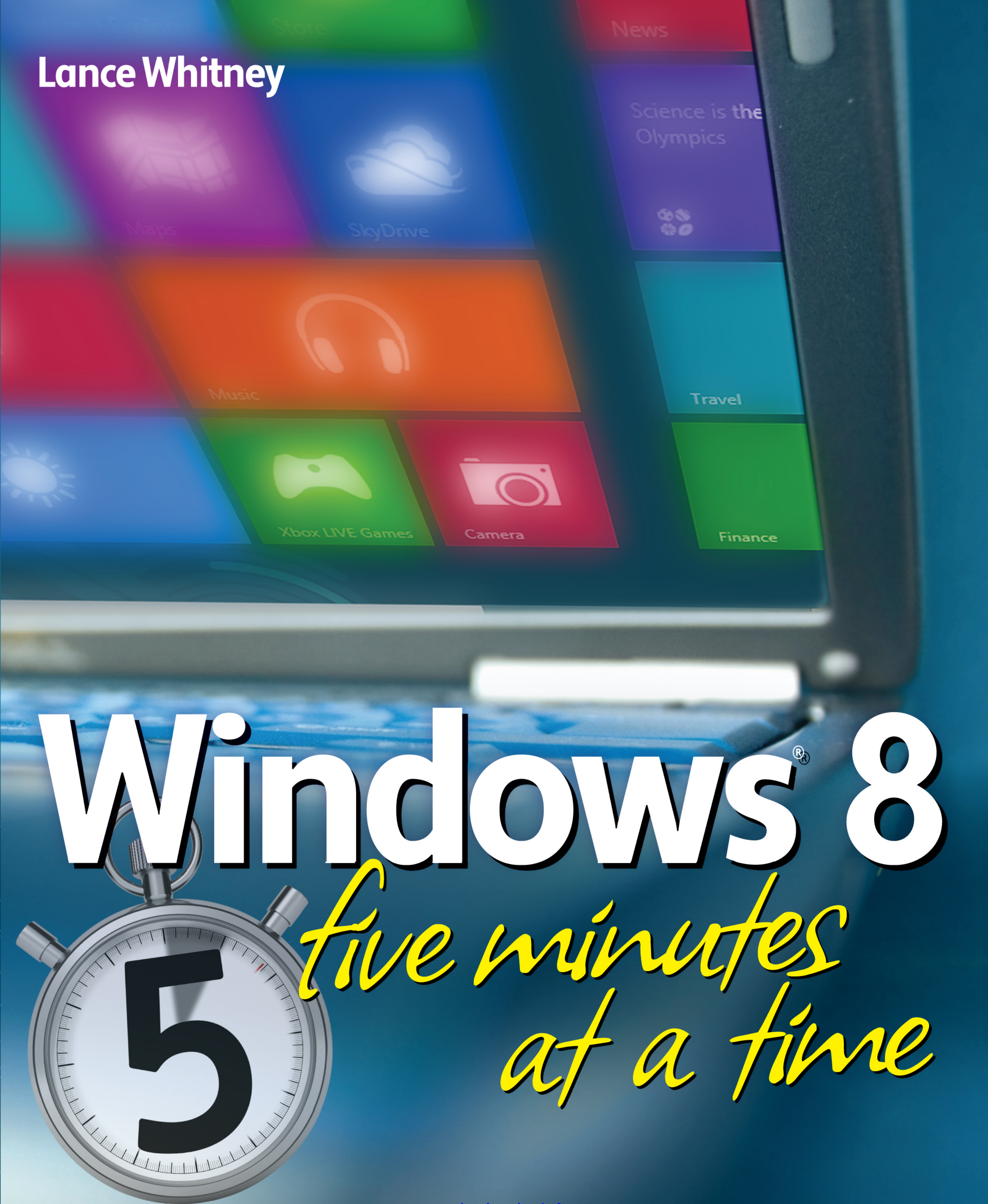
Lance Whitney

Windows® 8

five minutes at a time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Windows® 8 Five Minutes at a Time

Lance Whitney

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John Wiley & Sons, Inc.

Windows® 8 Five Minutes at a Time
Published by
John Wiley & Sons, Inc.
10475 Crosspoint Blvd.
Indianapolis, IN 46256
www.wiley.com

Copyright © 2013 by John Wiley & Sons, Inc., Indianapolis, Indiana

Published simultaneously in Canada

ISBN: 978-1-118-41864-2

Manufactured in the United States of America

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About the Author

Lance Whitney is a freelance writer and reporter in the New York City area. For the past 20 years, he has written articles, columns, and reviews for a variety of technology publications and websites. He currently freelances for CNET as a news and technology reporter and writes a monthly utility column for *Microsoft TechNet* magazine.

Throughout his varied career, Lance has worked as a writer and editor in advertising, marketing, and publishing. He also spent ten years in the IT department at an international company where he handled everything from local technical support to global software projects.

He and his wife share their home with two cats — Mr. Putter and Miss Kitty — both of whom insisted on appearing in this book.

You can follow Lance on Twitter at @lancewhit.

Acknowledgments

I would like to thank my acquisitions editor at Wiley, Aaron Black, for giving me the assignment to write this book and having faith in this first-time book author. I'd also like to thank my project editor, Kristin Vorce, for guiding me through the process whenever I had questions or concerns. And I'd like to thank my technical editor, Vince Averello, for the many hours he put in testing all of the tasks and steps detailed here.

To my wife Cely and to my parents.

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Introduction

Windows 8 represents the most radical change to Microsoft's operating system since Windows 95 was released 17 years ago. With its new Start screen and interface, the latest version of Windows is an attempt to create a single operating system designed to run on both traditional PCs and tablets.

But no one likes change. People used to the familiar Start menu and features of Windows 7, Vista, and XP may find Windows 8 challenging and frustrating, at least until they learn all the tips and tricks for navigating and using the new operating system.

This book is designed to share many of those tips and tricks so that you can move beyond the challenges and frustrations to take full advantage of the new flavor of Windows.

People new to Windows 8 should find this book helpful, though it's also geared toward those who've already dabbled with the new version. Even users who have been working and playing with Windows 8 might still find themselves in uncertain territory. You may be confused or discouraged by certain aspects of the new version. You may be uncertain where to find or how to use certain features. Or you may already feel comfortable with Windows 8 but simply want to discover more of the hidden shortcuts and other surprises lurking about.

Though Windows 8 is aimed toward both PCs and tablets, this book is directed strictly toward PC users. Tablet owners can tap and swipe their way throughout the Start screen and Windows 8 apps. But PC users can just as easily navigate and work with apps via traditional mouse and keyboard, a topic covered by several tasks throughout this book.

The book is divided into four sections. The first three sections — The Basics, Be Imaginative, and Beat the Clock — are task-oriented. All three sections contain a series of unique tasks, each with individual steps. By following the steps and completing each task, you should gain a greater understanding of Windows 8 and its various applications and features.

As the title promises, each task is designed to be completed in five minutes or less. But don't worry, there's no stopwatch. You can take as much or as little time as you want with each individual task. The goal is to learn from the task so you can use that knowledge to more easily and effectively work with Windows 8.

Most of the tasks are designed to be self-contained, so you can pick any task anywhere in the book, rather than having to go from start to finish. Some tasks refer to other tasks as prerequisites, but those are noted in the book.

The fourth section — Inquiring Minds — is a Q&A that answers common questions that you may have about Windows 8.

As with anything new and different, Windows 8 can present obstacles to people accustomed to the traditional look and feel of previous versions of Windows. But the information in this book should give you greater control of the new environment so that you can more easily feel at home.

What Is New in Windows 8?

The most dramatic change in Windows 8 is the one that stares you in the face just after you log in — the Start screen.

Replacing the traditional Start menu familiar to longtime Windows users, the new Start screen is based on tiles. Instead of clicking a Start button to open a cascading menu of folders and shortcuts for your applications, a Start screen appears where you click on tiles to launch your apps and features.

People used to launching their software programs through the Start menu may at first be thrown off by the Start screen. It is a totally new and different way of organizing and opening your applications.

The Start screen does lack some of the benefits of the Start menu. For example, you can organize your Start screen tiles into groups, but you cannot organize them into folders, as you can your Start menu shortcuts.

But the Start screen offers some advantages. It can display live tiles with updated information and let you pin specific types of information directly on the screen. As such, the Start screen serves not only as a launching pad to open your apps but as a way to view new information, notifications, and other items of interest all in one place.

The familiar desktop still exists as well, only now it is set up as another app. Click on the Desktop tile on the Start screen, and the same screen and environment found in past versions of Windows appear.

You can customize and personalize the desktop by setting up shortcuts so that you can quickly access your favorite programs. The desktop environment itself has been beefed up with a revamped Task Manager and File Explorer, and new tools such as File History, Storage Spaces, and Hyper-V.

Those who choose not to use the Start screen can still easily use the desktop as their primary working area.

Windows 8 Editions

For Windows 8, Microsoft trimmed down the number of editions available compared with previous versions of Windows.

Individual PC users have a choice of Windows 8 (standard) or Windows 8 Pro. Windows 8 Pro offers several advanced features not found in the standard edition; otherwise the two are virtually the same.

Windows 8 Enterprise is available for businesses that have enterprise licensing agreements with Microsoft. So this version would not be available to individual users unless deployed by their organization's IT department.

The differences between Windows 8 (standard) and Windows 8 Pro are described on the following page.

Feature Comparison: Windows 8 versus Windows 8 Pro

Table A.1 lists the features in both Windows 8 and Windows 8 Pro.

Table A.1 Windows 8 versus Windows 8 Pro

Feature	Windows 8	Windows 8 Pro
Upgrade from Windows 7 Starter, Home Basic, or Home Premium	x	x
Upgrade from Windows 7 Professional or Ultimate		x
Start screen	x	x
Semantic Zoom	x	x
Live Tiles	x	x
Windows Store	x	x
Apps (Mail, Calendar, People, Messaging, Photos, SkyDrive, Reader, Music, Video)	x	x
Connected standby	x	x
Microsoft account	x	x
Desktop	x	x
Installation of desktop applications	x	x
Updated File Explorer (previously called Windows Explorer)	x	x
Windows Defender	x	x
SmartScreen	x	x
Windows Update	x	x
Enhanced Task Manager	x	x
Switch languages on the fly (language packs)	x	x

Feature	Windows 8	Windows 8 Pro
Multiple monitor support	x	x
Storage Spaces	x	x
Windows Media Player	x	x
Exchange ActiveSync	x	x
File history	x	x
ISO/VHD mounting	x	x
Mobile broadband support	x	x
Picture password	x	x
Remote Desktop (client)	x	x
Reset and refresh your PC	x	x
Snap	x	x
Touch and Thumb keyboard	x	x
Trusted boot	x	x
VPN client	x	x
BitLocker and BitLocker To Go		x
Boot from VHD		x
Client Hyper-V		x
Domain Join		x
Encrypting File System		x
Group Policy		x
Remote Desktop (host)		x

Windows 8 Requirements

The requirements listed by Microsoft include the following:

1 GHz or faster processor

1GB RAM (32-bit) or 2GB RAM (64-bit)

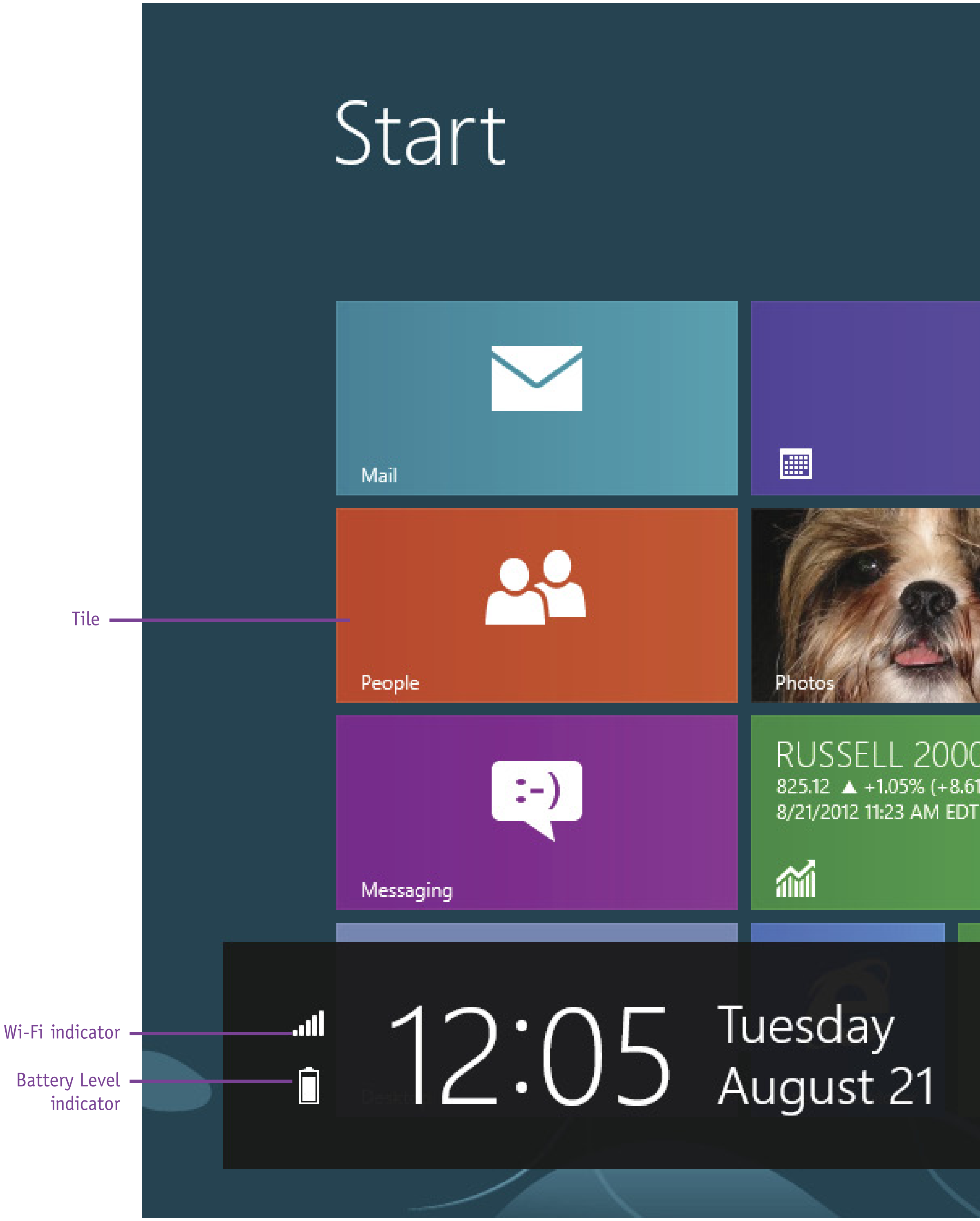
16GB available hard drive space (32-bit) or 20GB (64-bit)

DirectX 9 graphics device with WDDM 1.0 or higher driver

1024 × 768-pixel screen resolution to run Windows 8 apps

1366 × 768-pixel screen resolution to snap Windows 8 apps

Windows® 8 at a Glance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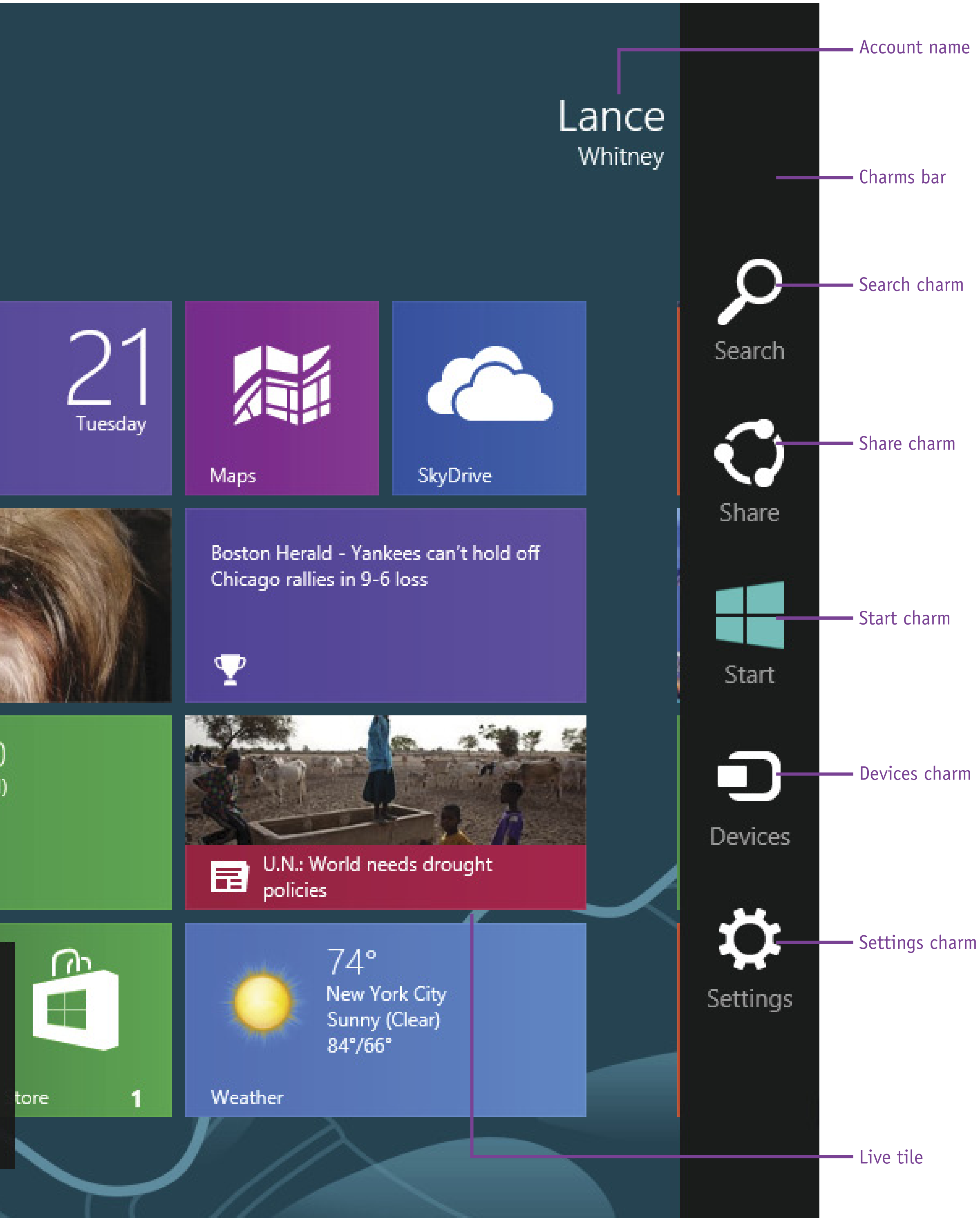
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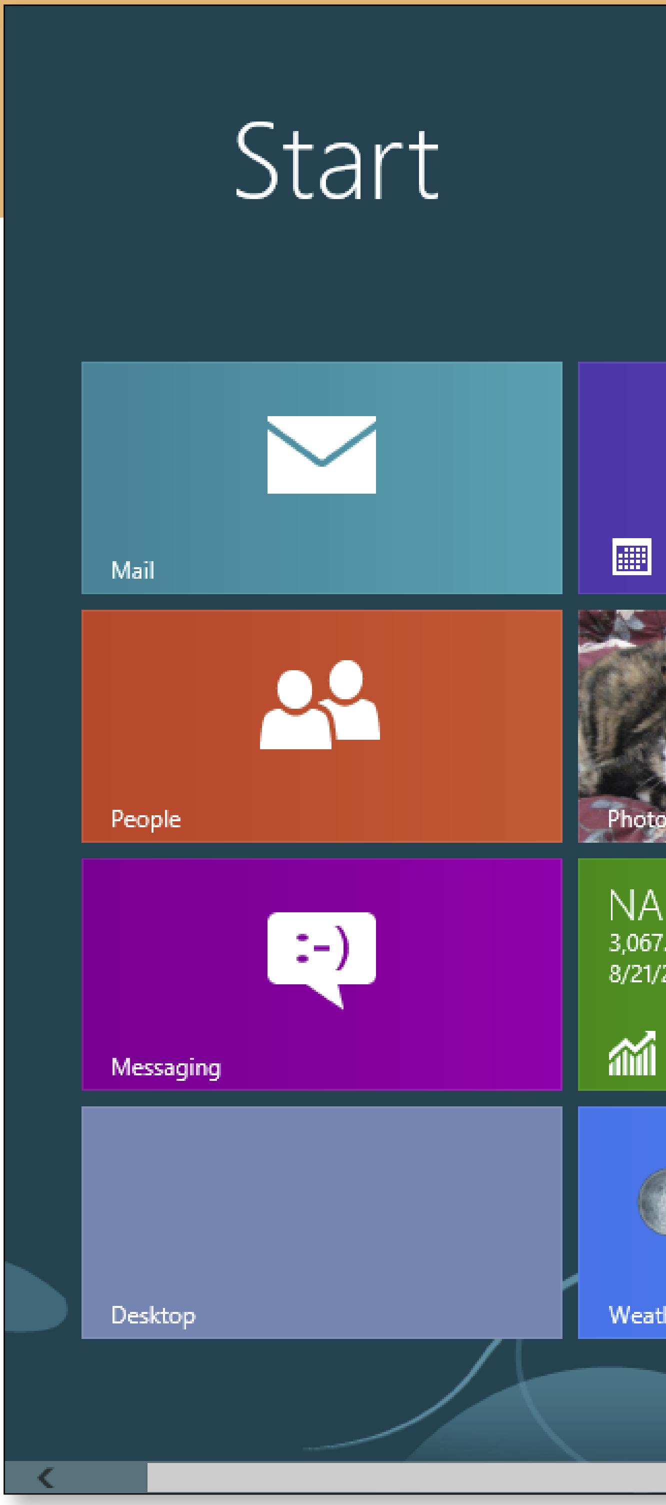
The Basics

Learn how to navigate and customize your Windows 8 environment to work more effectively.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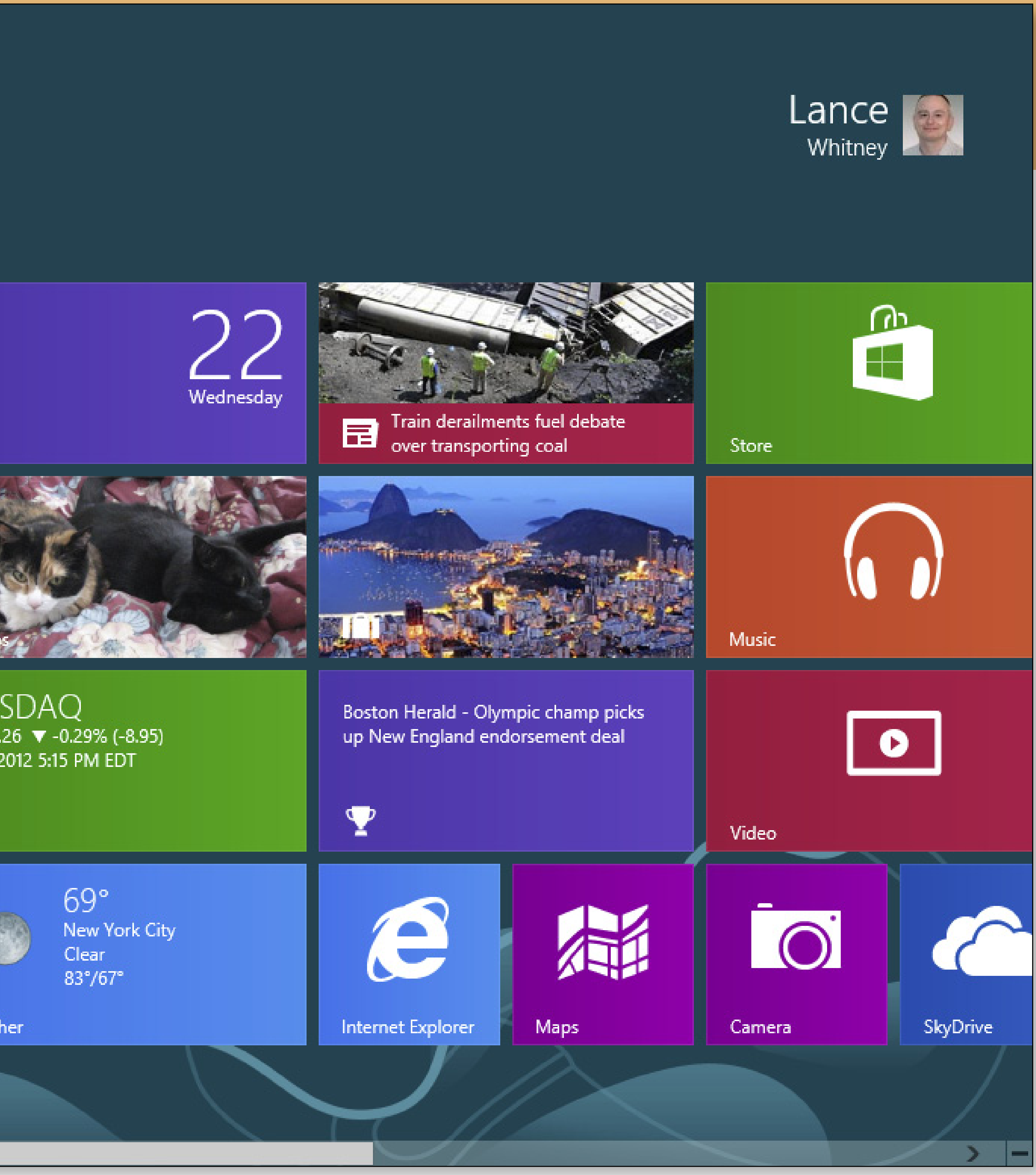

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Train derailments fuel debate over transporting coal

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Boston Herald - Olympic champ picks up New England endorsement deal

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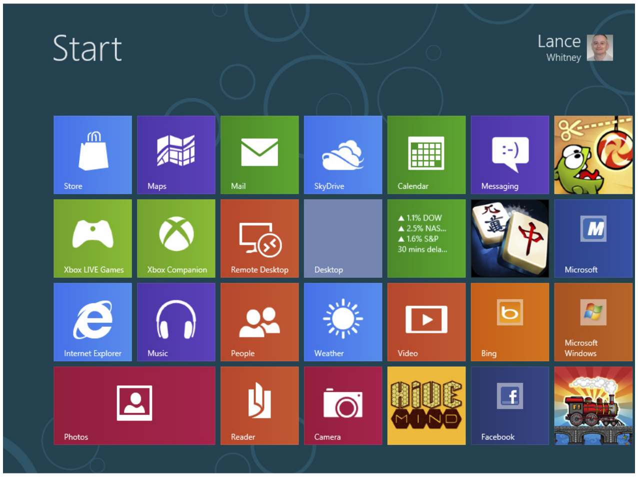
Navigating the Windows 8 Start Screen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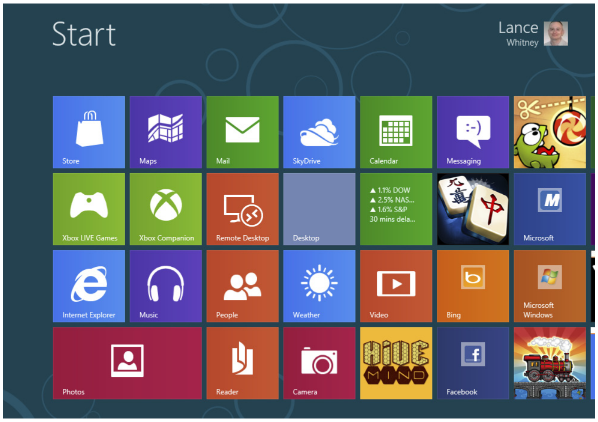
You can easily find an application's Start screen tile if you only have a small number of tiles on the screen. But the more apps you install, the wider your Start screen becomes, which forces you to move around the screen to find the apps you need. Windows 8 tablet users can quickly navigate the Start screen by swiping their fingers left and right. But traditional PC users can also move around the Start screen using a desktop with an external keyboard and mouse, or a laptop with its built-in keyboard and trackpad. This task explores the different ways you can navigate the Start screen using your trusty keyboard and mouse.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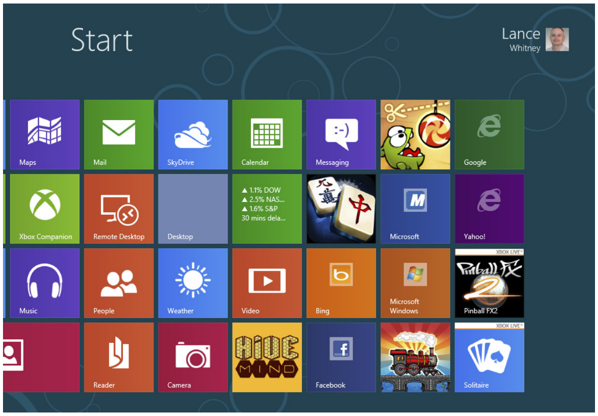
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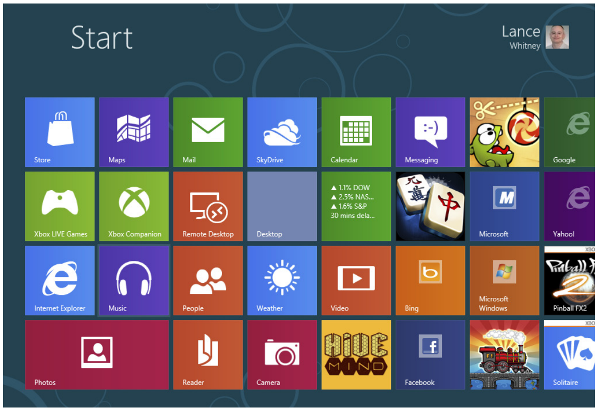
Google
Yahoo!
Pinball FX2
Solitaire

1 Use a laptop trackpad: Swipe your fingers up and down the trackpad, and you will move left and right on the Start screen. If horizontal scrolling is enabled on your trackpad, you can also swipe your fingers right and left to move right and left on the screen.

2 Use an external mouse: Move your mouse sideways to reach the left or right edges of the Start screen.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Microsoft
Yahoo!
Internet Explorer
Music
People
Weather
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Bing
Microsoft Windows
Pinball FX2
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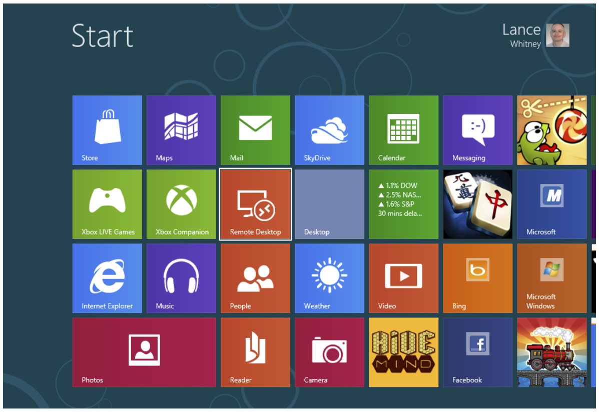
Camera
Facebook
Solitaire

3 Use a mouse scroll wheel: Move the scroll wheel on your mouse up and down to move left and right on the Start screen.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▲ 1.6% S&P
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Microsoft Windows
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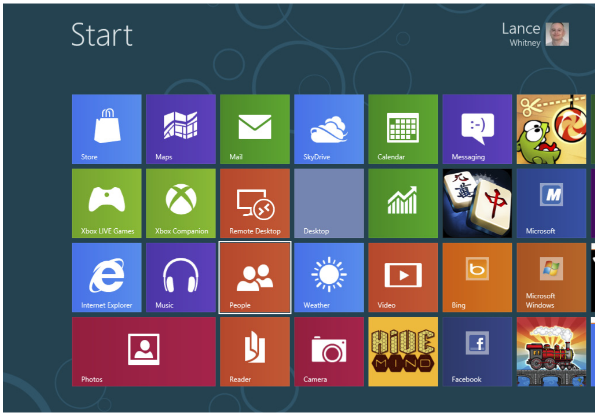
Camera
Facebook

4 Use right- and left-arrow keys: Press the right- and left-arrow keys to move right and left one column at a time on the Start screen.

tip Moving left and right on the Start screen works only if you have more column tiles than can be seen on the screen at one time.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Xbox Companion
Remote Desktop
Desktop
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Internet Explorer
Music
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Weather
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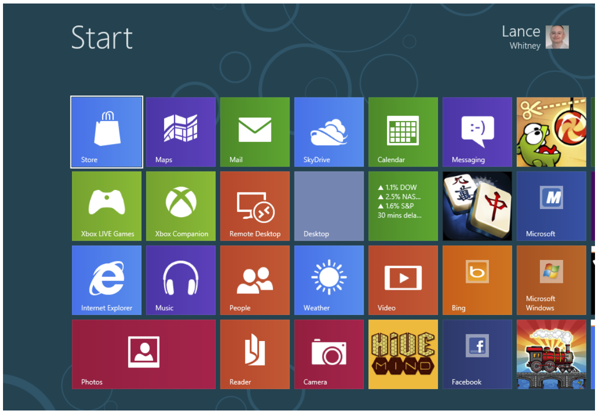
5 Use up- and down-arrow keys: Press the down- and up-arrow keys on your keyboard to move down and up one tile at a time on the Start screen.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▲ 1.6% S&P
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Music
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Photos
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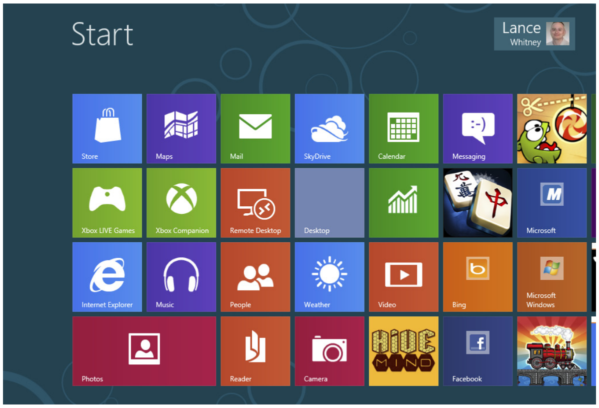
Facebook

6 Use Home and End: Press Home to move to the first tile on the Start screen. Press End to move to the last tile on the Start screen.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Photos
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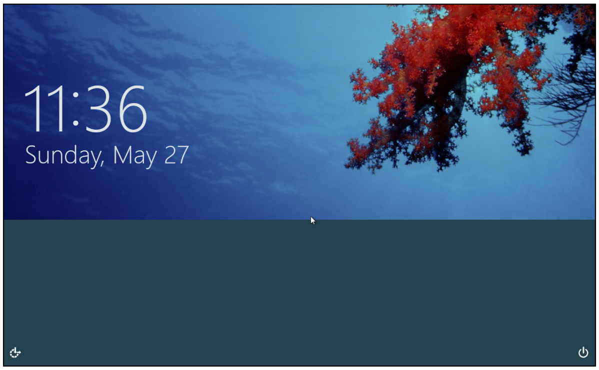
Camera
Facebook

7 Use Tab: Press Tab to move between the Start screen tiles and your profile name and picture in the upper-right corner of the screen.

tip You can use many of these same mouse and keyboard movements to navigate certain other screens, such as the Apps screen.

Quick Fix

Accessing the Login Screen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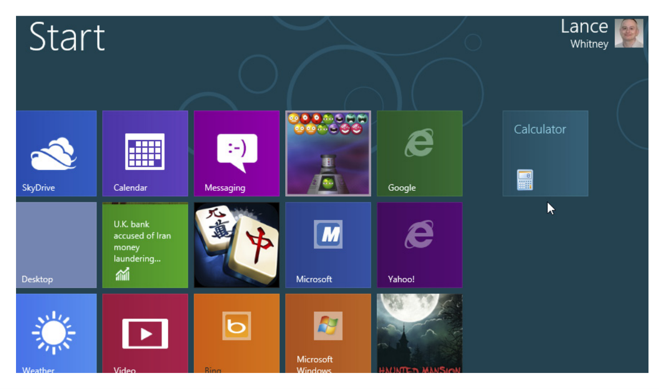
At the initial Windows Lock screen, drag the screen up with your mouse or press any key to get to the login screen.

Pinning an Application to the Start Screen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Google
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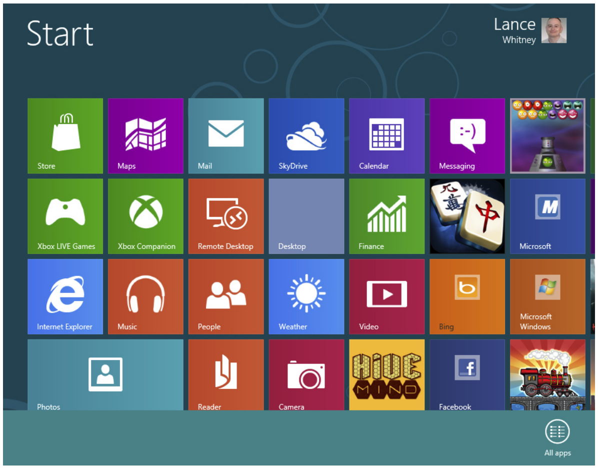
HAUNTED MANSION

Start screen tiles are already set up for all the apps that come with Windows 8, such as Mail, Music, People, Photos, and Calendar. Tiles are also automatically created for every application that you install in both Windows 8 apps and desktop apps. But you will probably want to create tiles for your most commonly used applications so you can quickly launch them from the Start screen. This process is known as pinning an app to the Start screen. The Apps screen displays all the apps installed on your computer, so this is a good place to look for apps to pin to the Start screen. This task shows you how to pin and unpin an app on the Start screen.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Desktop
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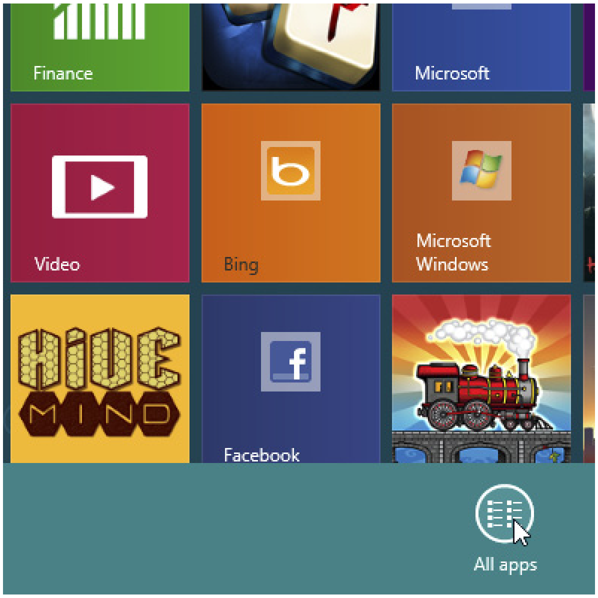
Microsoft
Internet Explorer
Music
People
Weather
Video
Bing
Microsoft Windows
Photos
Reader
Camera
Facebook
All apps

1 Open the app bar: Right-click any empty area in the Start screen to display the app bar at the bottom of the screen.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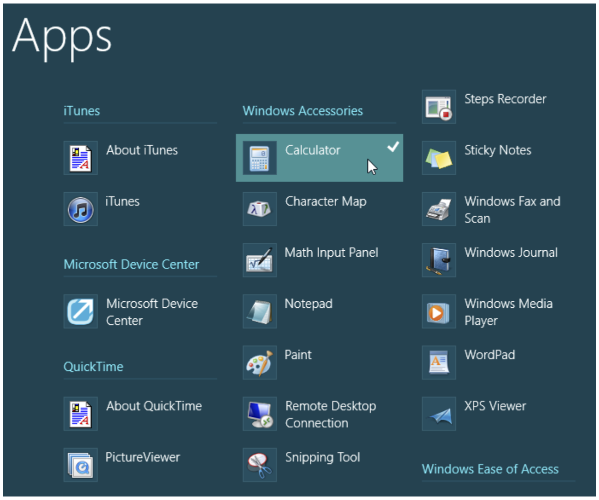
Facebook
All apps

2 Open the Apps screen: Click the All Apps button on the app bar.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About iTunes
iTunes
Microsoft Device Center
Microsoft Device Center
QuickTime
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PictureViewer
Windows Accessories
Calculator
Character Map
Math Input Panel
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Paint
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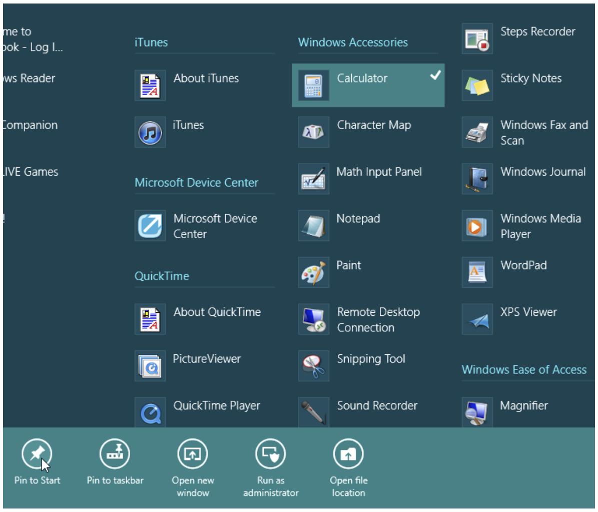
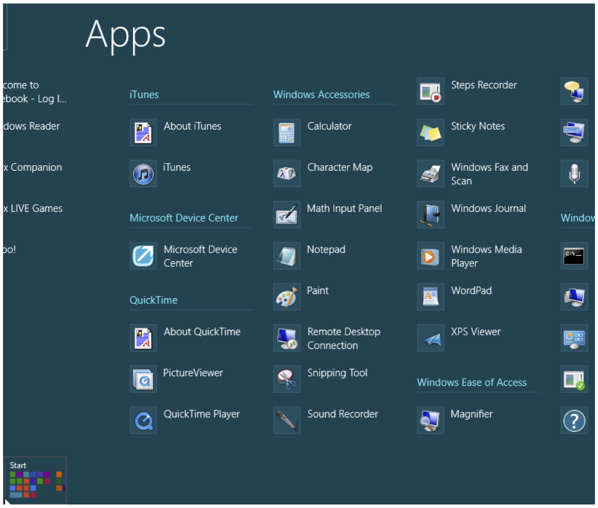
Snipping Tool
Steps Recorder
Sticky Notes
Windows Fax and Scan
Windows Journal
Windows Media Player
WordPad
XPS Viewer
Windows Ease of Access

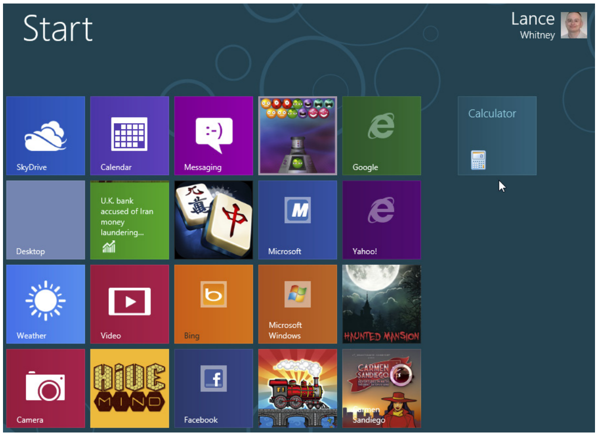
3 Choose your app: Right-click the app that you want to add to the Start screen.


iTunes
About iTunes
iTunes
Microsoft Device Center
Microsoft Device Center
QuickTime
About QuickTime
PictureViewer
QuickTime Player
Windows Accessories
Calculator
Character Map
Math Input Panel
Notepad
Paint
Remote Desktop Connection
Snipping Tool
Sound Recorder
Steps Recorder
Sticky Notes
Windows Fax and Scan
Windows Journal
Windows Media Player
WordPad
XPS Viewer
Windows Ease of Access
Magnifier
Pin to Start
Pin to taskbar
Open new window
Run as administrator
Open file location

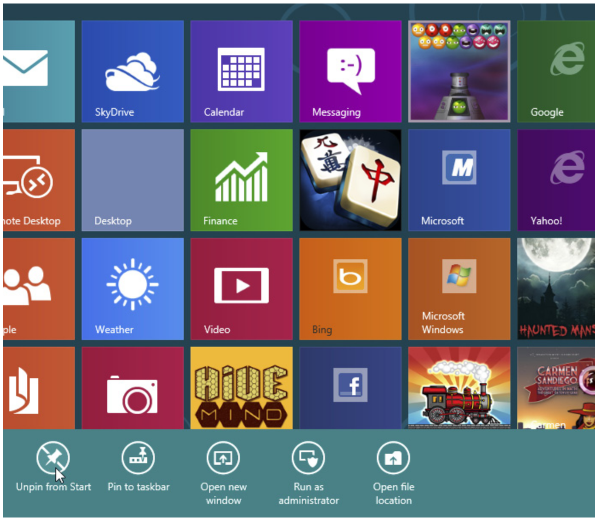
4 Pin to the Start screen: Click the Pin to Start button on the app bar.


Apps
iTunes
About iTunes
iTunes
Microsoft Device Center
Microsoft Device Center
QuickTime
About QuickTime
PictureViewer
QuickTime Player
Windows Accessories
Calculator
Character Map
Math Input Panel
Notepad
Paint
Remote Desktop Connection
Snipping Tool
Sound Recorder
Steps Recorder
Sticky Notes
Windows Fax and Scan
Windows Journal
Windows Media Player
WordPad
XPS Viewer
Windows Ease of Access
Magnifier
Start

5 Return to the Start screen: Click the Start screen thumbnail in the lower-left hot corner or press the Windows key to return to the Start screen.


Start
Lance
Whitney
SkyDrive
Calendar
Messaging
Google
Desktop
U.K. bank accused of Iran money laundering...
Microsoft
Yahoo!
Weather
Video
Bing
Microsoft Windows
HAUNTED MANSION
Camera
Facebook
Calculator

6 View the new tile: Scroll to the far right side of the Start screen, and you will see a tile for the app you selected.

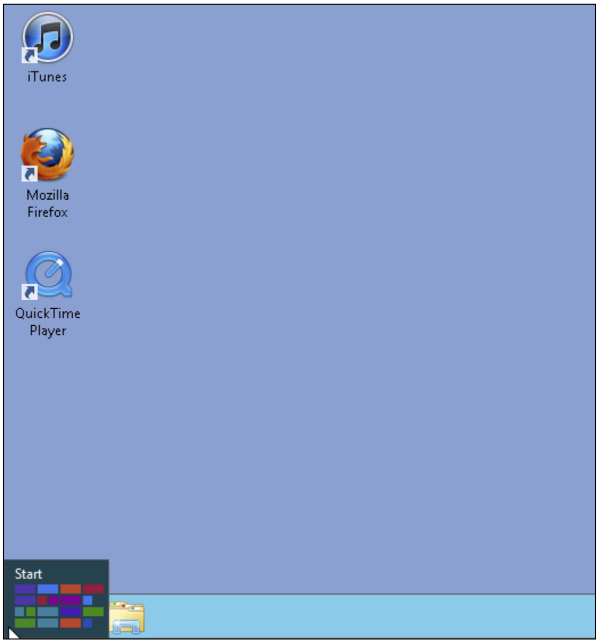

SkyDrive
Calendar
Messaging
Google
ote Desktop
Desktop
Finance
Microsoft
Yahoo!
ple
Weather
Video
Bing
Microsoft Windows
HAUNTED MANS
HIVE MIND
CARMEN SANDIEGO
Unpin from Start
Pin to taskbar
Open new window
Run as administrator
Open file location

7 **Unpin an app:** Right-click a tile in the Start screen to display the app bar. Click Unpin from Start to remove it from the Start screen.

tip You can right-click multiple tiles on the Start screen and unpin them all in one shot.

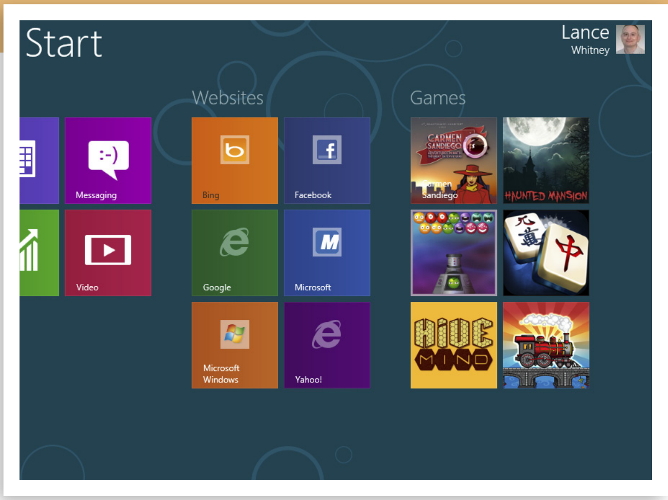
Quick Fix

Switching between the Start Screen and Desktop

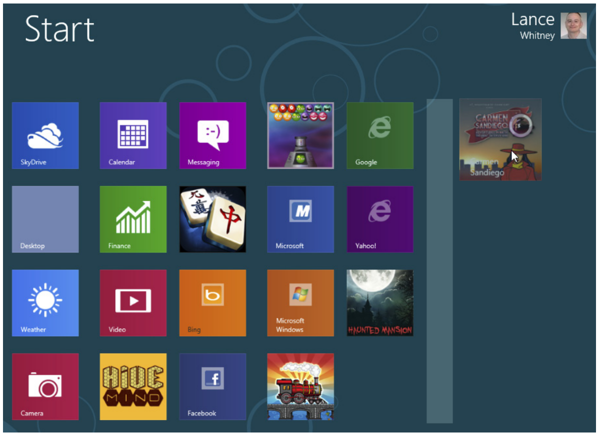

iTunes
Mozilla Firefox
QuickTime Player
Start

From the Start screen, click the Desktop tile to move to the desktop. From the desktop, move your mouse to the lower-left hot corner and click on the thumbnail for the Start screen.

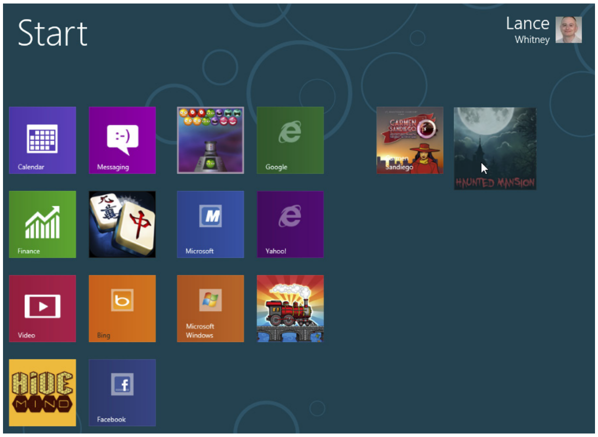
Creating and Naming Groups of Apps


Start
Lance
Whitney
Websites
Games
Messaging
Video
Bing
Facebook
Google
Microsoft
Microsoft Windows
Yahoo!

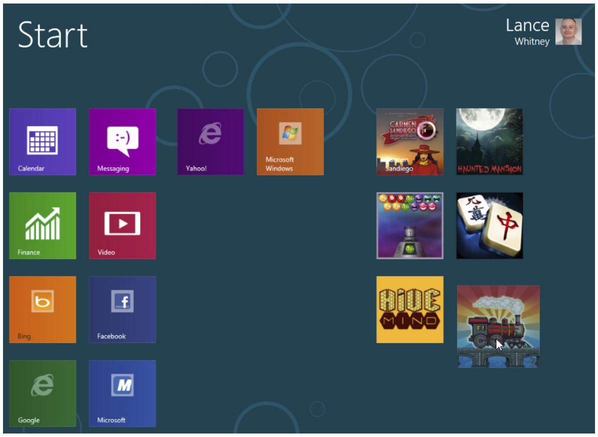
The Start screen can easily become cluttered with dozens of tiles for all the applications you run in Windows 8. For every application you install — Windows 8 apps and desktop apps — one or sometimes several tiles are populated in the Start screen. The more apps that you install, the more cluttered your Start screen becomes, and the more difficult it becomes to find the tiles for specific apps. You cannot change the behavior of the Start screen. But you can organize all of your tiles into groups and give each group a name. This task covers how to organize and name your group tiles.


Start
Lance
Whitney
SkyDrive
Calendar
Messaging
Google
Desktop
Finance
Microsoft
Yahoo!
Weather
Video
Bing
Microsoft Windows
Camera
Facebook

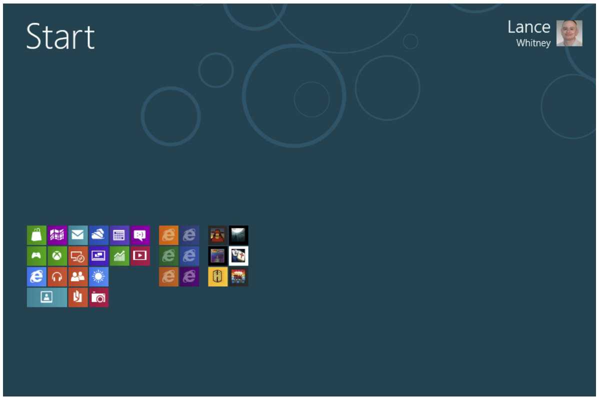
1 Drag first tile: Drag a tile to the right or left of its current group until you see a transparent vertical bar. Drop the tile, and you will see a space between it and its former group.


Start
Lance
Whitney
Calendar
Messaging
Google
Finance
Microsoft
Yahoo!
Video
Bing
Microsoft Windows
Facebook

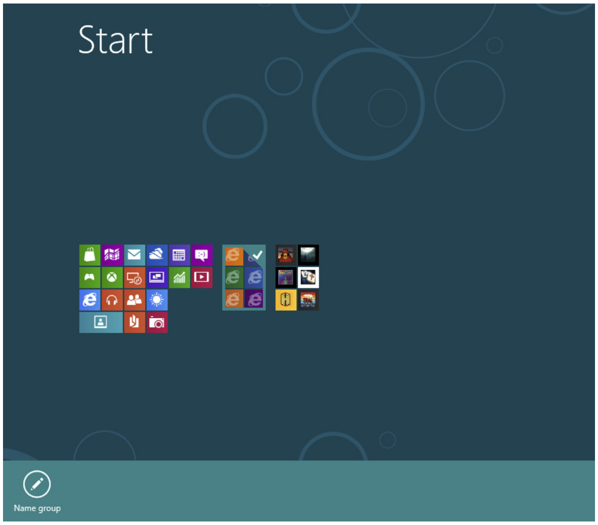
2 Drag more tiles: Select additional tiles that you want to add to your new group. Drag and drop them next to the original tile.


Start
Lance
Whitney
Calendar
Messaging
Yahoo!
Microsoft Windows
Finance
Video
Bing
Facebook
Google
Microsoft

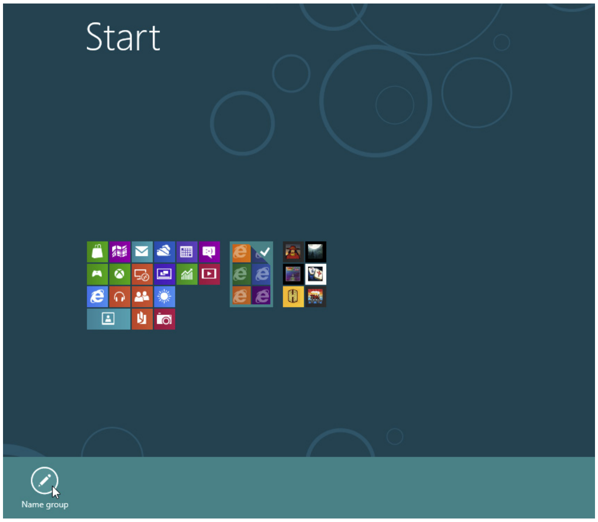
3 Drag tiles into other groups: Drag and drop other tiles into their own separate groups using the same process. For example, you can organize tiles for websites into one group and tiles for games into another group.


Start
Lance
Whitney

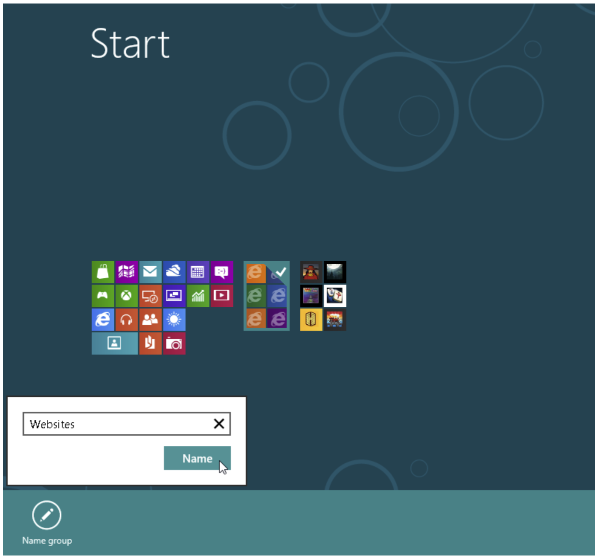
4 Zoom out: Click the Semantic Zoom button in the lower-right corner of your screen to zoom out of the Start screen.


Start
Name group

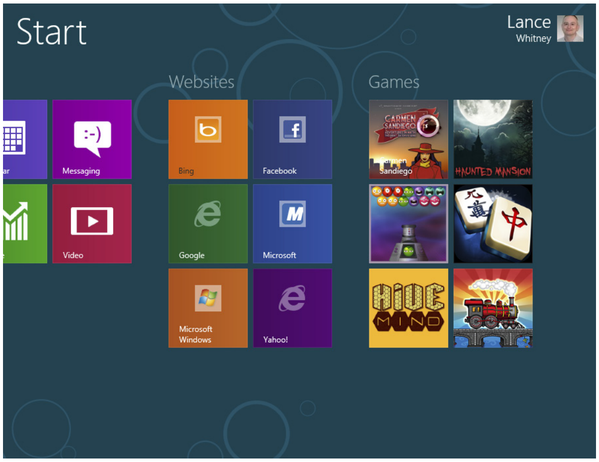
5 Right-click group: Right-click a group of tiles that you want to name.


Start
Name group

6 Name group: Click the Name group button at the bottom of the screen.


Start
Websites
Name
Name group

7 Click Name: Type a name for that tile group and then click Name.

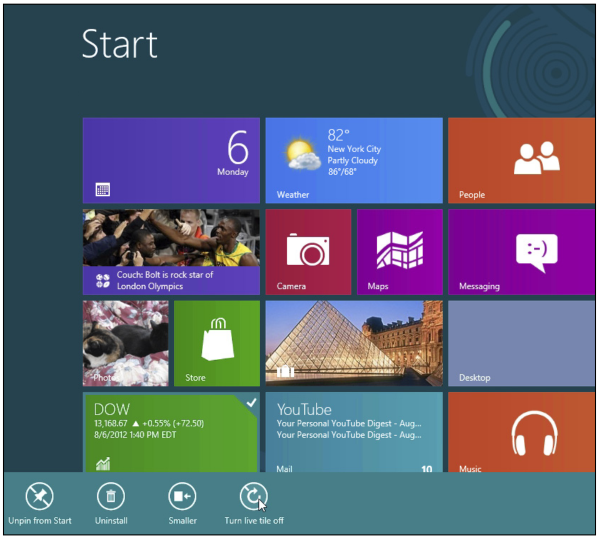

Start
Lance
Whitney
Websites
Games
Messaging
Bing
Facebook
Video
Google
Microsoft
Microsoft Windows
Yahoo!
Carmen Sandiego
Haunted Mansion
Hive Mind

8 Zoom in: Click any empty area of the Start screen to zoom in. The new name appears above the tile group. Repeat that process for the other tile groups.

> **tip** You can also resize a Start screen tile to change the overall layout, a task covered in the next section.

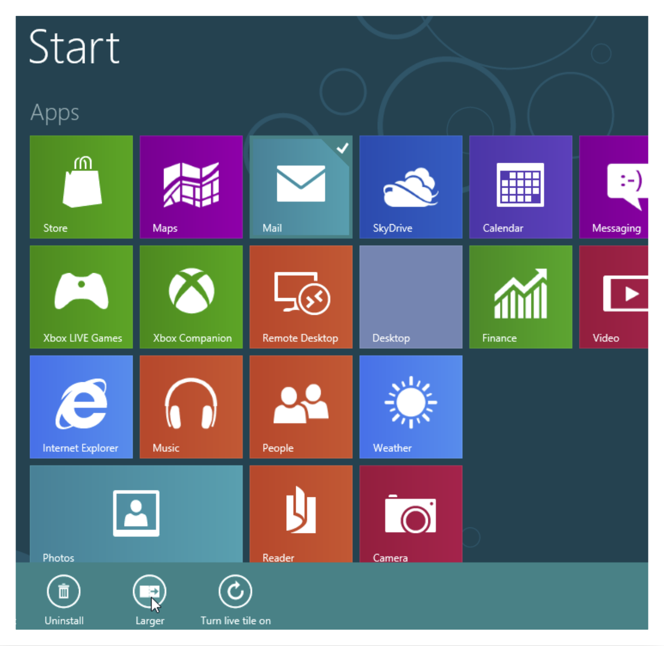
Quick Fix

Turning Off Live Tiles for Certain Tiles

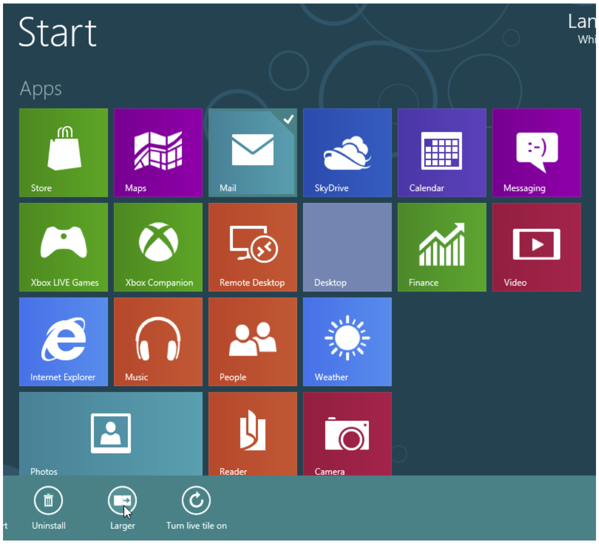

Start
6
Monday
82°
New York City
Partly Cloudy
86°/68°
Weather
People
Couch: Bolt is rock star of London Olympics
Camera
Maps
Messaging
Photos
Store
Desktop
DOW
13,168.67 ▲ +0.55% (+72.50)
8/6/2012 1:40 PM EDT
YouTube
Your Personal YouTube Digest - Aug...
Your Personal YouTube Digest - Aug...
Mail
10
Music
Unpin from Start
Uninstall
Smaller
Turn live tile off

Certain tiles, such as Mail, Calendar, People, and Weather, are set up as live tiles to deliver updated information. You can turn off a live tile if do not need to see the updated information. Right-click the tile. Click the Turn live tile off button from the app bar.

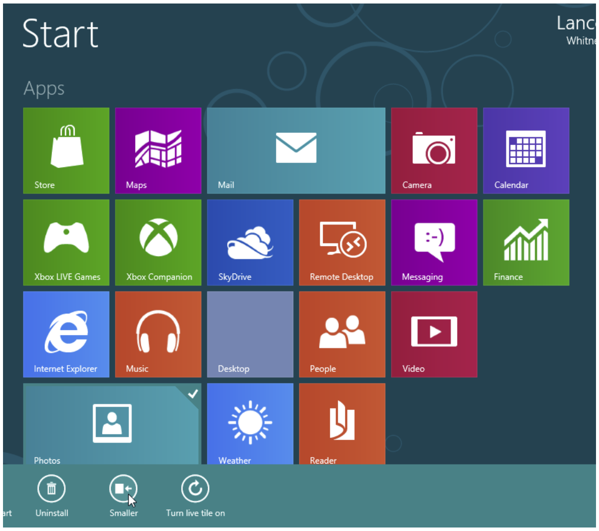
Resizing a Start Screen Tile


Start
Apps
Store
Maps
Mail
SkyDrive
Calendar
Messaging
Xbox LIVE Games
Xbox Companion
Remote Desktop
Desktop
Finance
Video
Internet Explorer
Music
People
Weather
Photos
Reader
Camera
Uninstall
Larger
Turn live tile on

As you view the Start screen, you will see that tiles appear either as small squares or as large rectangles. You can change the size of certain tiles to make them small or large. Increasing the size of a tile for an app that you frequently use gives it more prominence. Decreasing the size of a tile allows you to squeeze more tiles into the same amount of space, saving room on the Start screen. Not all tiles can be resized this way — for example, tiles for the Camera app, Maps app, and Windows Store app cannot be resized. But many of the apps that come with Windows can be resized. Tiles for certain third-party apps can also be resized. This task explains how to resize a Start screen app.

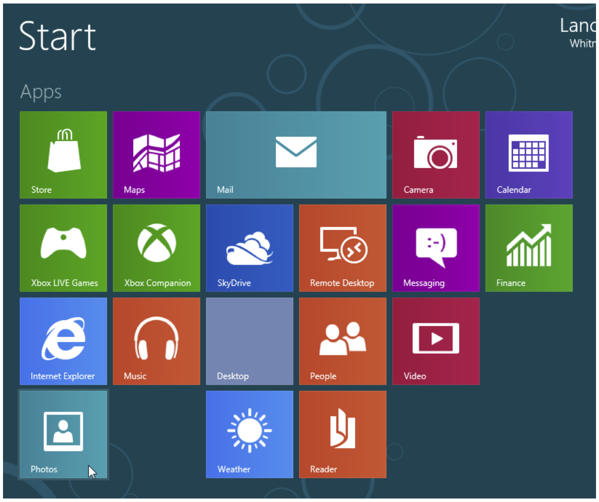

Start
Apps
Store
Maps
Mail
SkyDrive
Calendar
Messaging
Xbox LIVE Games
Xbox Companion
Remote Desktop
Desktop
Finance
Video
Internet Explorer
Music
People
Weather
Photos
Reader
Camera
Uninstall
Larger
Turn live tile on

1 Look for Resize option: Right-click the tile for an app on the Start screen. If the tile can be resized, a button appears on the app bar that says Larger or Smaller.


Start
Lanc
Whitn
Apps
Store
Maps
Mail
Camera
Calendar
Xbox LIVE Games
Xbox Companion
SkyDrive
Remote Desktop
Messaging
Finance
Internet Explorer
Music
Desktop
People
Video
Photos
Weather
Reader
art
Uninstall
Smaller
Turn live tile on

2 Increase or decrease the tile size: If the app is small, click Larger to resize it into a large rectangle. If the app is large, click Smaller to resize it into a small square.

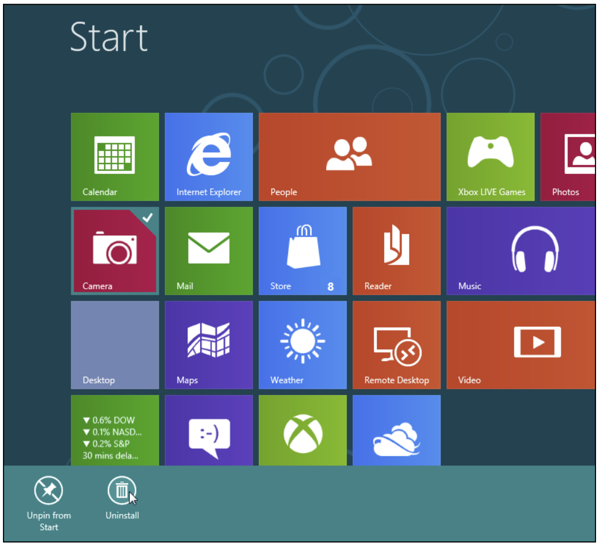
tip You can change the tile size for certain Windows 8 apps but not for desktop apps.


Start
Lanc
Whitr
Apps
Store
Maps
Mail
Camera
Calendar
Xbox LIVE Games
Xbox Companion
SkyDrive
Remote Desktop
Messaging
Finance
Internet Explorer
Music
Desktop
People
Video
Photos
Weather
Reader

3 View new tile: The tile resizes and the surrounding tiles move to fill the increased or decreased space.

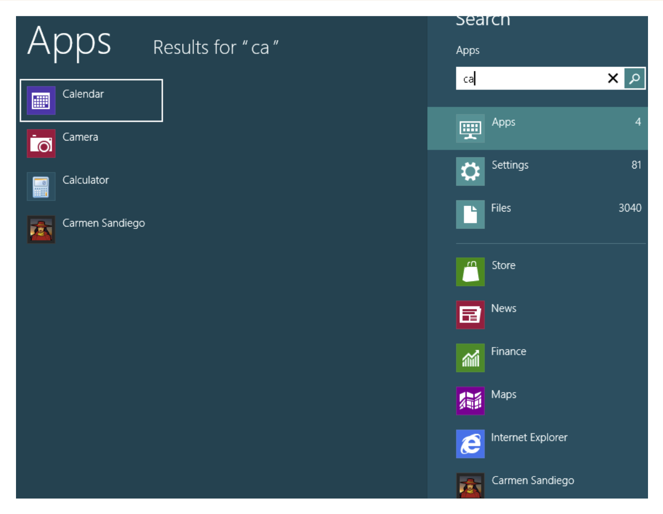
Quick Fix

Uninstalling a Windows 8 App

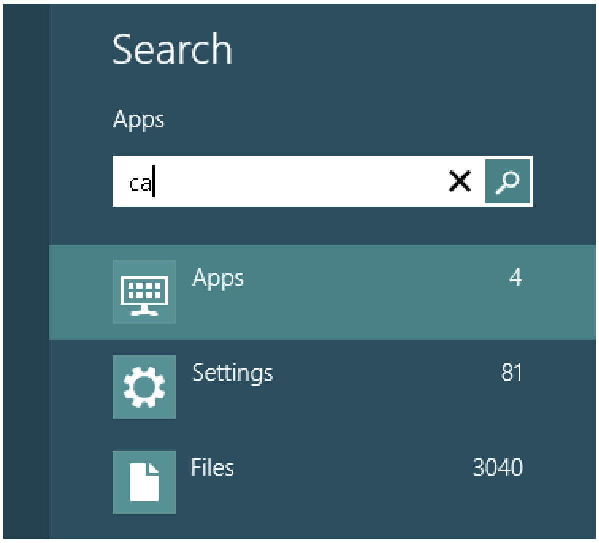

Start
Calendar
Internet Explorer
People
Xbox LIVE Games
Photos
Camera
Mail
Store
8
Reader
Music
Desktop
Maps
Weather
Remote Desktop
Video
▼ 0.6% DOW
▼ 0.1% NASD...
▼ 0.2% S&P
30 mins dela...
Unpin from Start
Uninstall

You can uninstall certain Windows 8 apps. Right-click a Windows 8 app, such as Mail, Maps, Calendar, or Weather. Right-click the app's tile. Click Uninstall from the app bar.

Searching for Apps, Settings, and Files

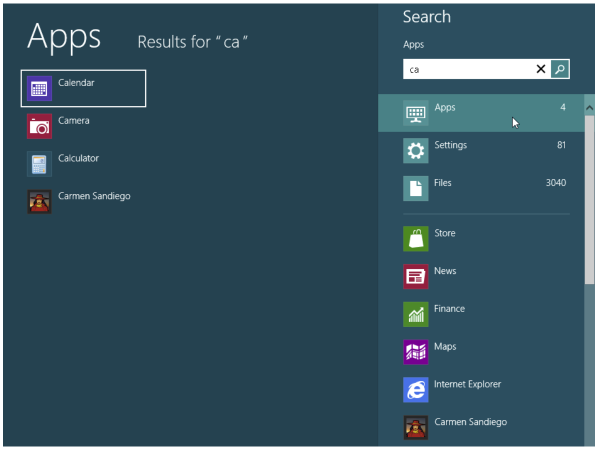

Apps
Results for “ca”
Calendar
Camera
Calculator
Carmen Sandiego
Search
Apps
ca
Apps 4
Settings 81
Files 3040
Store
News
Finance
Maps
Internet Explorer
Carmen Sandiego

Windows 8 provides a search feature that lets you track down applications, settings, files, and other items. The search feature can find specific Windows software programs installed on your PC; it can find key Windows settings and options; and it can find documents, photos, songs, videos, and other types of files. It can also search for content within specific applications, such as Mail, People, Music, and Photos. You can access the search feature from the Charms bar or by pressing the first letter of your search term anywhere in the new Windows 8 environment. This task shows you how to search for apps, settings, files, and other items.

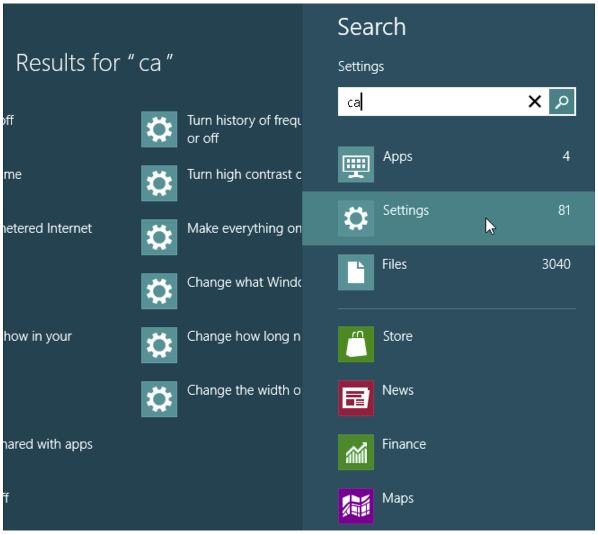

Search
Apps
ca
Apps 4
Settings 81
Files 3040

1 Type the first few letters: From the Start screen or Apps screen, type the first few letters of the app, file, or setting that you want to find.

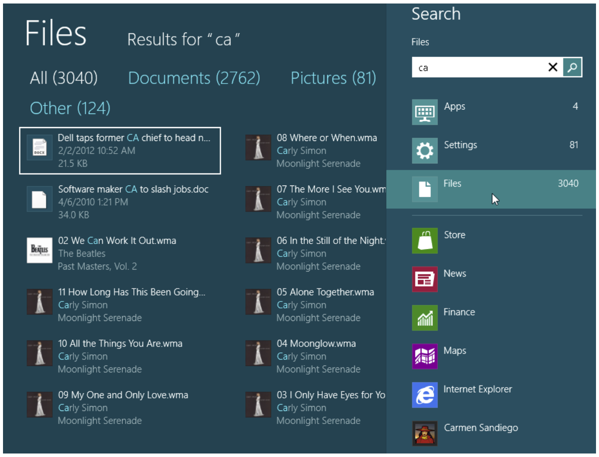
tip Launch a search by moving your mouse to the lower-right hot corner and clicking the Search icon at the top of the Charms bar.


Apps
Results for " ca "
Calendar
Camera
Calculator
Carmen Sandiego
Search
Apps
ca
Apps 4
Settings 81
Files 3040
Store
News
Finance
Maps
Internet Explorer
Carmen Sandiego

2 View results: The search bar displays a list of the items found that start with the letters you typed. By default, the results display only apps that start with the letters. The number next to the word Apps reveals how many apps were found.

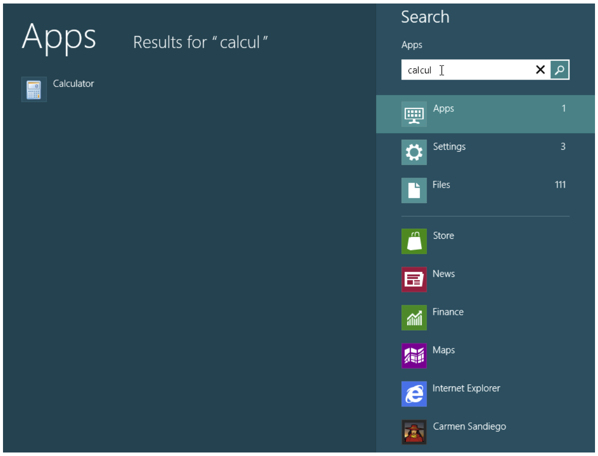

Results for " ca "
Turn history of frequ or off
Turn high contrast c
Make everything on
Change what Windo
Change how long n
Change the width o
Search
Settings
ca
Apps 4
Settings 81
Files 3040
Store
News
Finance
Maps

3 Search settings: If you are looking for a Windows setting instead of an app, click the Settings option at the top of the right sidebar. The number next to the word Settings tells you how many settings were found.

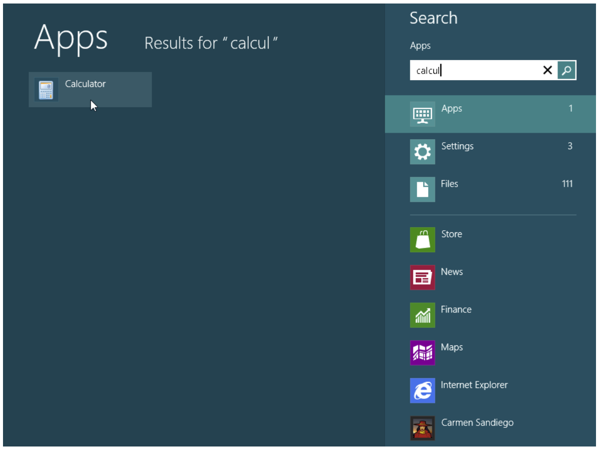

Files
Results for " ca "
All (3040)
Documents (2762)
Pictures (81)
Other (124)
Dell taps former CA chief to head n...
2/2/2012 10:52 AM
21.5 KB
Software maker CA to slash jobs.doc
4/6/2010 1:21 PM
34.0 KB
02 We Can Work It Out.wma
The Beatles
Past Masters, Vol. 2
11 How Long Has This Been Going...
Carly Simon
Moonlight Serenade
10 All the Things You Are.wma
Carly Simon
Moonlight Serenade
09 My One and Only Love.wma
Carly Simon
Moonlight Serenade
08 Where or When.wma
Carly Simon
Moonlight Serenade
07 The More I See You.wm
Carly Simon
Moonlight Serenade
06 In the Still of the Night
Carly Simon
Moonlight Serenade
05 Alone Together.wma
Carly Simon
Moonlight Serenade
04 Moonglow.wma
Carly Simon
Moonlight Serenade
03 I Only Have Eyes for Yo
Carly Simon
Moonlight Serenade
Search
Files
ca
Apps 4
Settings 81
Files 3040
Store
News
Finance
Maps
Internet Explorer
Carmen Sandiego

4 Search files: If you are looking for a file, click the Files option at the top of the sidebar.

tip You can start typing the name of an app as soon as you launch Windows to search for and launch that app.

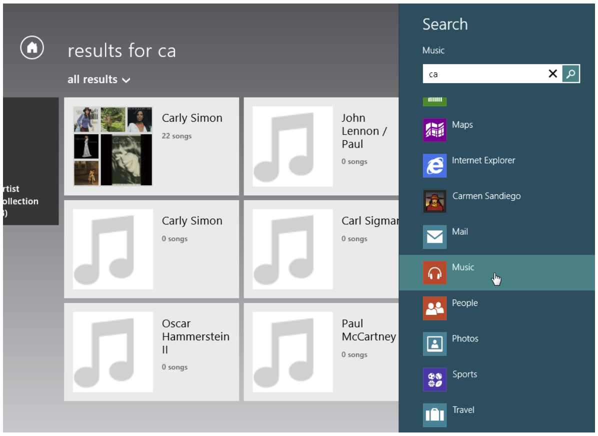

Apps
Results for " calcul "
Calculator
Search
Apps
calcul
Apps 1
Settings 3
Files 111
Store
News
Finance
Maps
Internet Explorer
Carmen Sandiego

5 Narrow results: You can narrow the results by typing additional letters in the search bar's search field.


Apps
Results for “calcul”
Calculator
Search
Apps
calcul
Apps 1
Settings 3
Files 111
Store
News
Finance
Maps
Internet Explorer
Carmen Sandiego

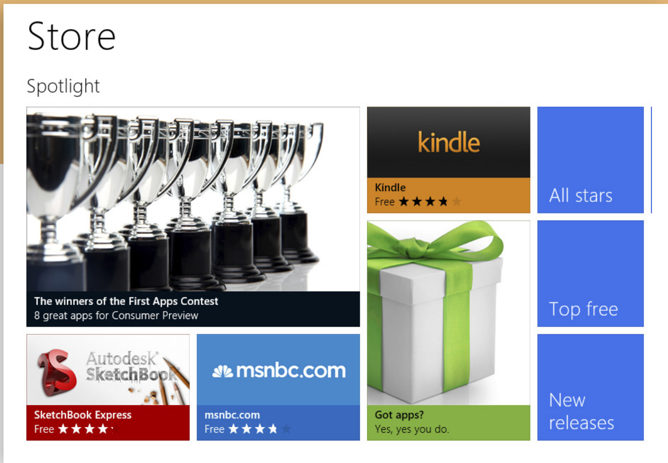
6 Launch the item: From the list of apps, settings, or files on the left, click the item you want to open.

tip Launch a search by holding down the Windows key and pressing Q.

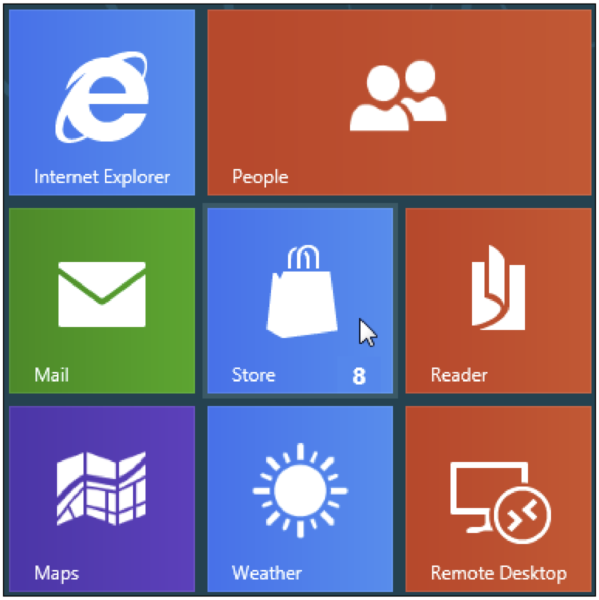

results for ca
all results
rtist
ollection
Carly Simon
22 songs
John Lennon / Paul
0 songs
Carly Simon
0 songs
Carl Sigmar
0 songs
Oscar Hammerstein II
0 songs
Paul McCartney
0 songs
Search
Music
ca
Maps
Internet Explorer
Carmen Sandiego
Mail
Music
People
Photos
Sports
Travel

7 Search for other items: If the item you want to find is related to or part of a specific category or application, click that category or application from the list below Apps, Settings, and Files. For example, if are looking for information on a particular song or artist, click the Music app. The Music app opens to display information on the name you typed in the search field.

Searching for Apps in the Windows Store

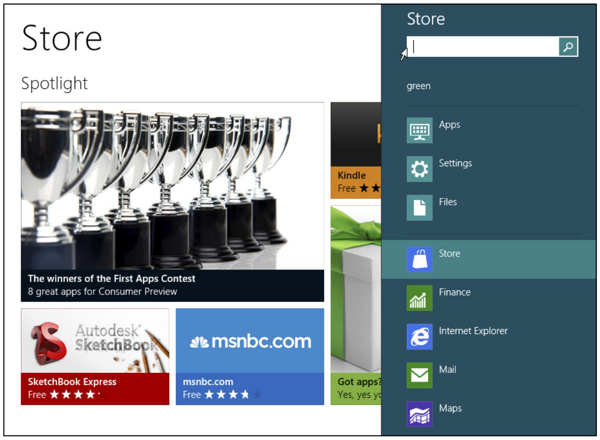

Store
Spotlight
The winners of the First Apps Contest
8 great apps for Consumer Preview
kindle
Kindle
Free ★★★★
All stars
Top free
Autodesk SketchBook
SketchBook Express
Free ★★★★
msnbc.com
msnbc.com
Free ★★★★
Got apps?
Yes, yes you do.
New releases

The Windows Store offers a variety of Windows 8 apps that you can download, some free and some paid. It also offers links to desktop apps where you can learn more about the apps and download them through their external websites. The Windows Store spotlights certain apps, pointing you to categories such as All stars, Top free, New releases, and Picks for you. You can browse the store by category or search for specific apps by name. As with other Windows features, the Windows Store uses the built-in Windows search feature. This task explores how to search for apps in the Windows Store.


Internet Explorer
People
Mail
Store
8
Reader
Maps
Weather
Remote Desktop

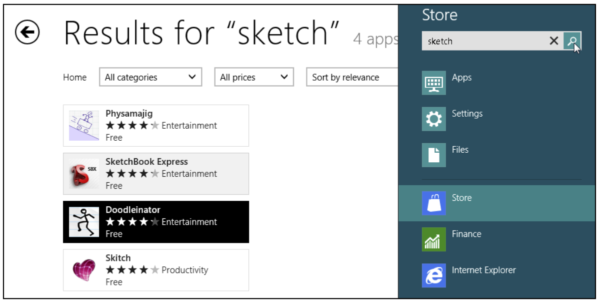
1 Enter the Windows Store: Launch the Windows Store app by clicking its Start screen tile.

tip You do not need to launch the Windows Store first. Instead, launch the Search feature and then select Store from the search categories.

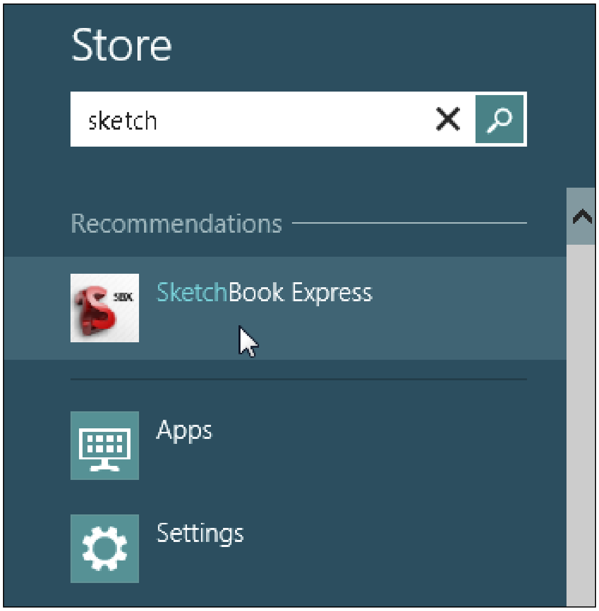

Store
Spotlight
The winners of the First Apps Contest
8 great apps for Consumer Preview
Autodesk SketchBook
SketchBook Express
Free ★★★★
msnbc.com
msnbc.com
Free ★★★★
Kindle
Free ★★
Got apps?
Yes, yes y
Store
green
Apps
Settings
Files
Store
Finance
Internet Explorer
Mail
Maps

2 Launch the Search feature: Hold down the Windows key and press Q to display the search tool.

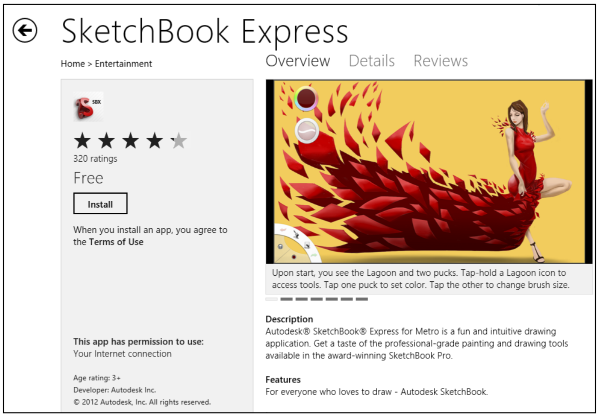
tip You can write a review of an app in the Windows Store.


Results for "sketch" 4 apps
Home
All categories
All prices
Sort by relevance
Physamajig
★★★★ Entertainment
Free
SketchBook Express
★★★★ Entertainment
Free
Doodleinator
★★★★ Entertainment
Free
Skitch
★★★★ Productivity
Free
Store
sketch
Apps
Settings
Files
Store
Finance
Internet Explorer

4 Search for all apps: Click the search icon to the right of the search field to display all apps that match your search term.


Store
sketch
Recommendations
SketchBook Express
Apps
Settings

3 Type the first few characters: Type the first few characters of the app that you want to find in the search field in the upper right of the Search sidebar. Windows displays the names of any recommended apps that match your search term.


SketchBook Express
Home > Entertainment
Overview
Details
Reviews
★★★★★
320 ratings
Free
Install

When you install an app, you agree to the **Terms of Use**

This app has permission to use:
Your Internet connection

Age rating: 3+
Developer: Autodesk Inc.
© 2012 Autodesk, Inc. All rights reserved.

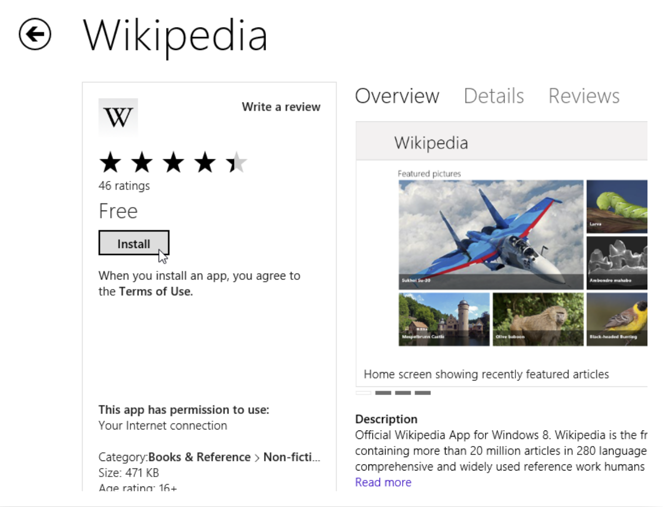
Upon start, you see the Lagoon and two pucks. Tap-hold a Lagoon icon to access tools. Tap one puck to set color. Tap the other to change brush size.

Description
Autodesk® SketchBook® Express for Metro is a fun and intuitive drawing application. Get a taste of the professional-grade painting and drawing tools available in the award-winning SketchBook Pro.

Features
For everyone who loves to draw - Autodesk SketchBook.

5 Click an app: The results appear on the left side of the screen. Click an app to view its dedicated app page. Here you can read an overview, details, and reviews about the app.

Downloading Apps from the Windows Store


Wikipedia
Write a review
46 ratings
Free
Install
Overview
Details
Reviews
Wikipedia
Featured pictures
Sukhoi Su-30
Larva
Ambondro mahabo
Mespelbrunn Castle
Olive baboon
Black-headed Bunting

When you install an app, you agree to the **Terms of Use.**

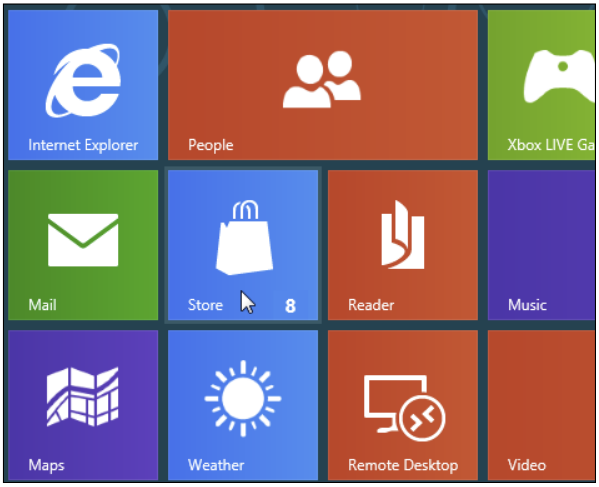
Home screen showing recently featured articles

This app has permission to use:
Your Internet connection

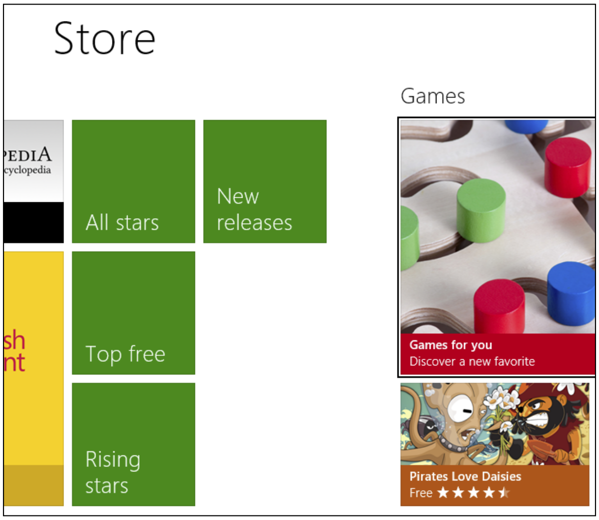
Category:**Books & Reference › Non-ficti...**
Size: 471 KB
Age rating: 16+

Description
Official Wikipedia App for Windows 8. Wikipedia is the fr
containing more than 20 million articles in 280 language
comprehensive and widely used reference work humans
Read more

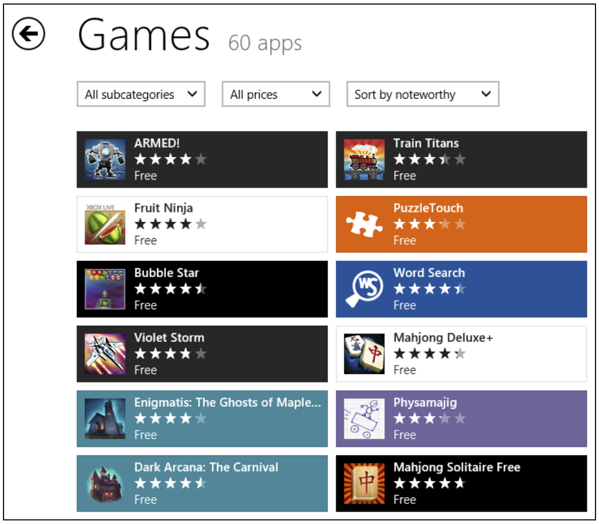
The Windows Store offers a variety of apps that you can download, some free and some paid. The Windows Store spotlights certain apps, pointing you to such categories as All stars, Top free, New releases, and Picks for you. The store organizes apps into general categories, including Games, Social, Entertainment, Photos, Music & Video, Sports, Books & Reference, News & Weather, and Productivity. You can browse the store by category or search for specific apps by name. Clicking an app brings you to a detailed description page where you can learn more about the app and install it. Finally, the store provides links to standard desktop applications that you can download and install from the software vendor's website. This task explores how to download apps in the Windows Store.


Internet Explorer
People
Xbox LIVE Ga
Mail
Store
8
Reader
Music
Maps
Weather
Remote Desktop
Video

1 Enter the Windows Store: Launch the Windows Store app by clicking its Start screen tile.

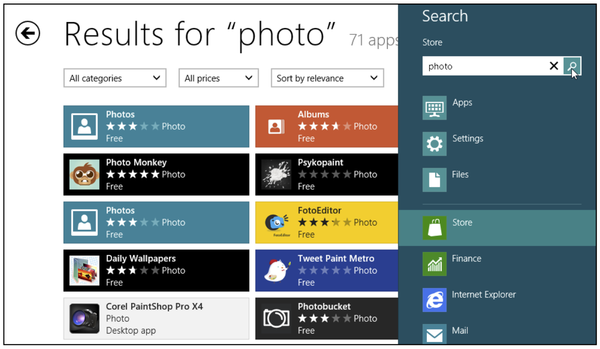

Store
Games
EDIA
cyclopedia
All stars
New releases
sh
nt
Top free
Rising stars
Games for you
Discover a new favorite
Pirates Love Daisies
Free ★★★★

2 View the Windows Store: You can scroll through the Store to view the various categories of apps, including Games, Social, Entertainment, Shopping, and Education.


Games 60 apps
All subcategories
All prices
Sort by noteworthy
ARMED! Free
Train Titans Free
Fruit Ninja Free
PuzzleTouch Free
Bubble Star Free
Word Search Free
Violet Storm Free
Mahjong Deluxe+ Free
Enigmatis: The Ghosts of Maple... Free
Physamajig Free
Dark Arcana: The Carnival Free
Mahjong Solitaire Free Free

3 Browse for apps:

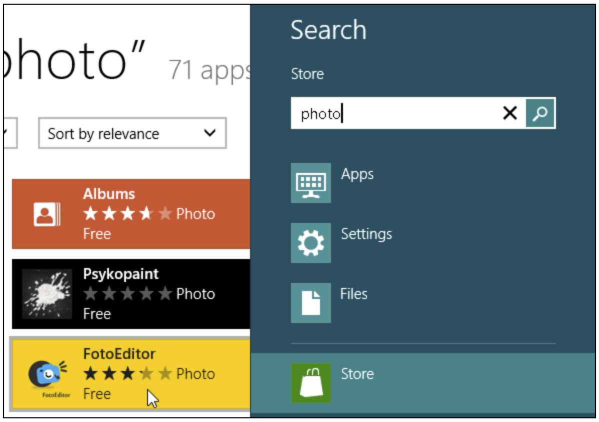
Click the name of a specific category, such as Games, to view its apps.


Results for "photo" 71 apps
All categories
All prices
Sort by relevance
Photos Photo Free
Albums Photo Free
Photo Monkey Photo Free
Psykopaint Photo Free
Photos Photo Free
FotoEditor Photo Free
Daily Wallpapers Photo Free
Tweet Paint Metro Photo Free
Corel PaintShop Pro X4 Photo Desktop app
Photobucket Photo Free
Search
Store
photo
Apps
Settings
Files
Store
Finance
Internet Explorer
Mail

4 Search for apps:

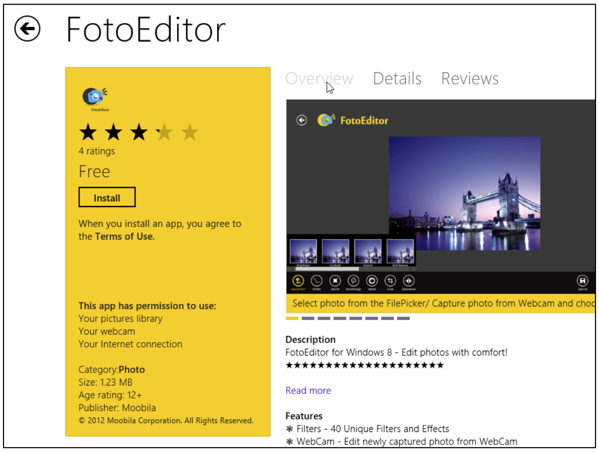
You can also search for any app in the store by name or description. Hold down the Windows key and press Q to open the Search bar. In the search field, type the name or description of an app, such as Photo. Windows displays suggested apps with that name or description. You can also click the Search icon to see a full list of apps that match your search term.

tip You can browse the Windows Store or open an existing app while any new apps are installing.


photo" 71 apps
Sort by relevance
Albums Photo Free
Psykopaint Photo Free
FotoEditor Photo Free
Search
Store
photo
Apps
Settings
Files
Store

5 Select an app:

From the search results, click an app to display its full page description.


FotoEditor
4 ratings
Free
Install
Overview
Details
Reviews
FotoEditor

When you install an app, you agree to the **Terms of Use.**

This app has permission to use:
Your pictures library
Your webcam
Your Internet connection

Category:**Photo**
Size: 1.23 MB
Age rating: 12+
Publisher: Moobila
© 2012 Moobila Corporation. All Rights Reserved.

Select photo from the FilePicker/ Capture photo from Webcam and choo

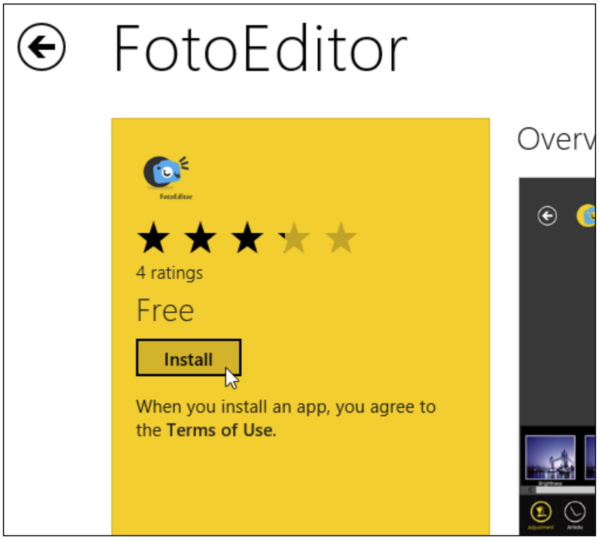
Description
FotoEditor for Windows 8 - Edit photos with comfort!
★★★★★★★★★★★★★★★★★★★★

Read more

Features
✻ Filters - 40 Unique Filters and Effects
✻ WebCam - Edit newly captured photo from WebCam

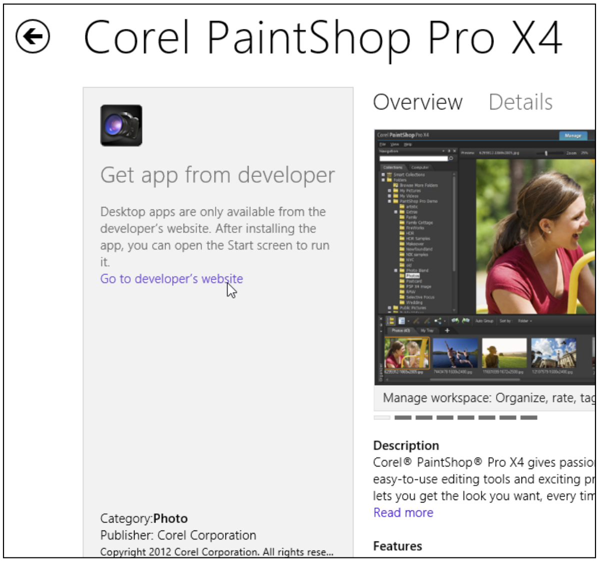
6 View the app's description:

In the app's description page, click Overview to read information about the app. Click Details to see product specifications and requirements. Click Reviews to read reviews from other users.


FotoEditor
FotoEditor
4 ratings
Free
Install
Overv

When you install an app, you agree to the Terms of Use.

7 **Install the app:** Click Install to download a free app. A message that the app is installing appears at the top. Another message appears after the app has been installed.


Corel PaintShop Pro X4
Get app from developer
Go to developer's website
Overview
Details
Description
Read more
Features

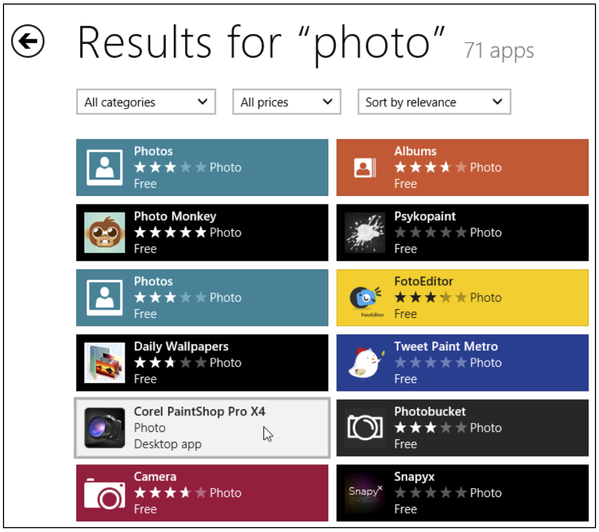
Desktop apps are only available from the developer's website. After installing the app, you can open the Start screen to run it.

Category:Photo
Publisher: Corel Corporation
Copyright 2012 Corel Corporation. All rights rese...

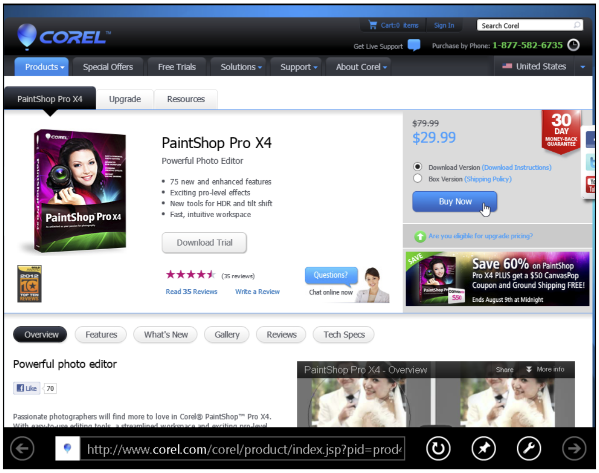
Manage workspace: Organize, rate, tag

Corel® PaintShop® Pro X4 gives passio
easy-to-use editing tools and exciting pr
lets you get the look you want, every tim

9 **View the desktop app's description:** The desktop app's description page opens where you can see an overview and details. To view more information and potentially install the app, click the Go to developer's website link.


Results for "photo" 71 apps
All categories
All prices
Sort by relevance
Photos ★★★ Photo Free
Albums ★★★★ Photo Free
Photo Monkey ★★★★★ Photo Free
Psykopaint Photo Free
Photos ★★★ Photo Free
FotoEditor ★★★ Photo Free
Daily Wallpapers ★★★ Photo Free
Tweet Paint Metro Photo Free
Corel PaintShop Pro X4 Photo Desktop app
Photobucket ★★★ Photo Free
Camera ★★★★ Photo Free
Snapyx Photo Free

8 **Select a desktop app:** A desktop app displays the description Desktop app under its name. Click a desktop app that you want to view in order to display its description page.


COREL
Cart:0 items
Sign In
Search Corel
Get Live Support
Purchase by Phone: 1-877-582-6735
Products
Special Offers
Free Trials
Solutions
Support
About Corel
United States
PaintShop Pro X4
Upgrade
Resources
PaintShop Pro X4
Powerful Photo Editor
Download Trial
(35 reviews)
Read 35 Reviews
Write a Review
Questions?
Chat online now
$79.99
$29.99
30 DAY MONEY-BACK GUARANTEE
Download Version (Download Instructions)
Box Version (Shipping Policy)
Buy Now
Are you eligible for upgrade pricing?
Overview
Features
What's New
Gallery
Reviews
Tech Specs
Powerful photo editor
Like 70
PaintShop Pro X4 - Overview
Share
More info
http://www.corel.com/corel/product/index.jsp?pid=prod

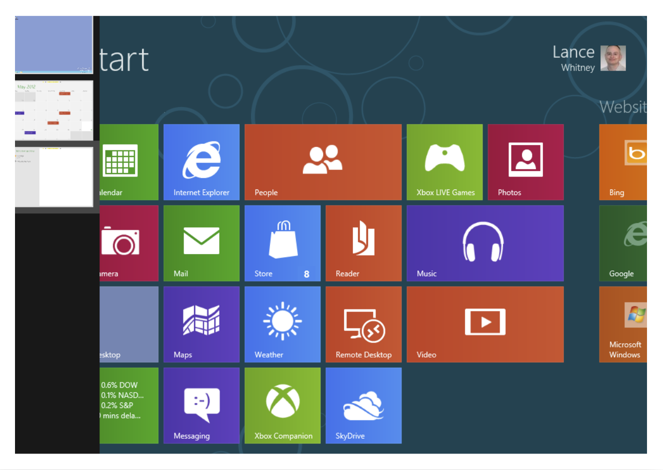
- 75 new and enhanced features
- Exciting pro-level effects
- New tools for HDR and tilt shift
- Fast, intuitive workspace

Save 60% on PaintShop Pro X4 PLUS get a $50 CanvasPop Coupon and Ground Shipping FREE! Ends August 9th at Midnight

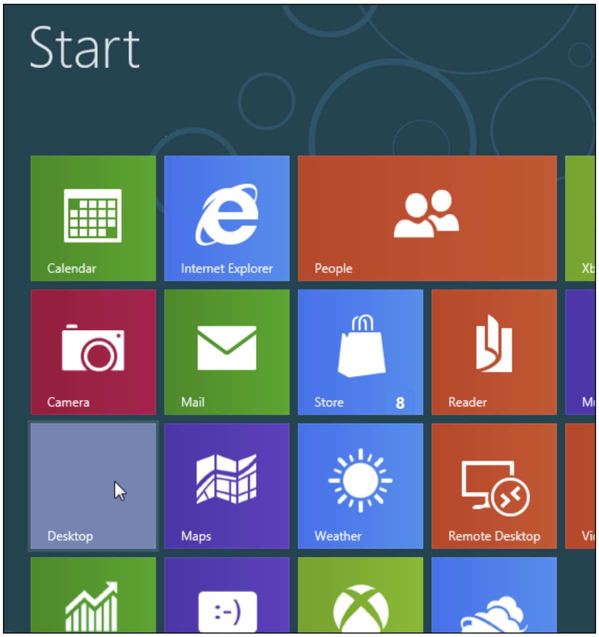
Passionate photographers will find more to love in Corel® PaintShop™ Pro X4.

10 **View the app's description:** Internet Explorer opens to display the app's product page. You can download a free app or purchase and then download a paid app.

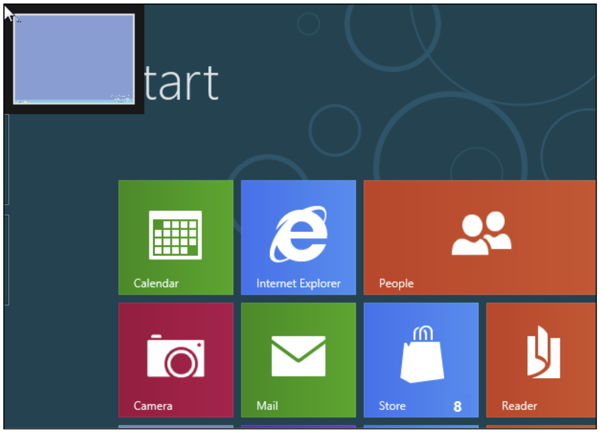
Working with Multiple Windows 8 Apps


tart
Lance
Whitney
Websit
lendar
Internet Explorer
People
Xbox LIVE Games
Photos
Bing
amera
Mail
Store
8
Reader
Music
Google
esktop
Maps
Weather
Remote Desktop
Video
Microsoft Windows
0.6% DOW
0.1% NASD...
0.2% S&P
mins dela...
Messaging
Xbox Companion
SkyDrive

You can launch multiple Windows apps one after the other from the Start screen or Apps screen. Unless you close it, each Windows 8 app that you launch stays open, albeit in an idle state. You can display thumbnails for all open Windows 8 apps and switch from one to another. You can view two Windows 8 apps at a time, one taking up a third of the screen and the second taking up the other two-thirds of the screen. You can also manually close an open Windows 8 app. This task explains how to display and work with multiple Windows 8 apps.

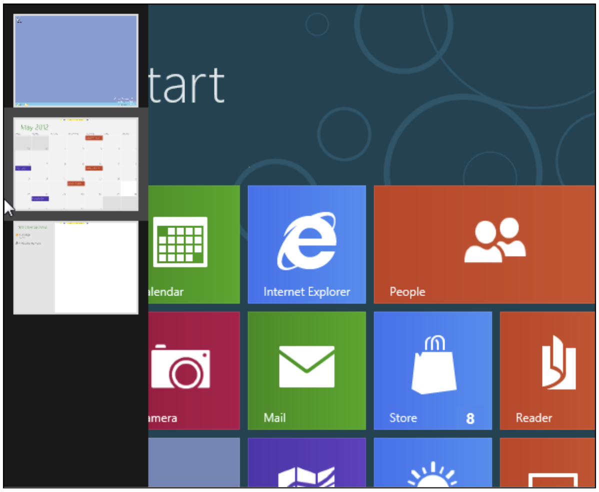

Start
Calendar
Internet Explorer
People
Xb
Camera
Mail
Store
8
Reader
Mi
Desktop
Maps
Weather
Remote Desktop
Vi
:-)

1 **Open Windows 8 apps:** Open your first Windows 8 app from the Start screen. Return to the Start screen by pressing the Windows key or clicking on the thumbnail for the Start screen in the lower-left hot corner. Open a second Windows 8 app. Return to the Start screen. Open a third Windows 8 app. Return to the Start screen.

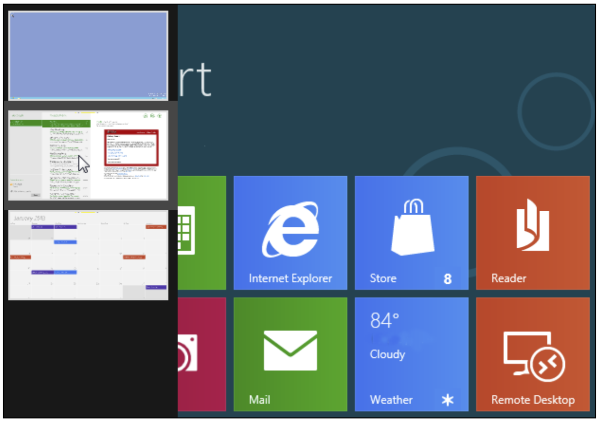

tart
Calendar
Internet Explorer
People
Camera
Mail
Store
8
Reader

2 Viewing last open app: From the Start screen, move your mouse to the upper-left hot corner. You see a thumbnail for the last Windows 8 app that you opened.

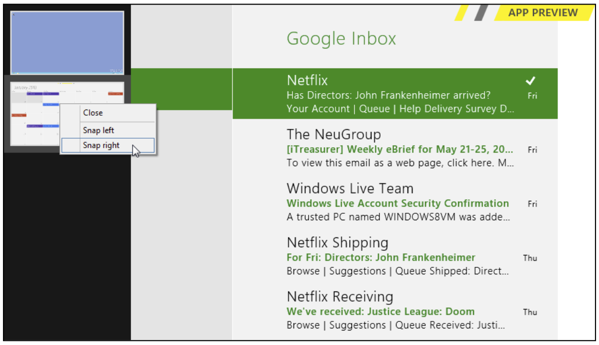
tip Hold down Alt or the Windows key and press Tab to cycle through open apps. Release the key when the app you want to open is highlighted.


tart
lendar
Internet Explorer
People
amera
Mail
Store
8
Reader

3 View all open apps: Move your mouse down the screen, making sure you keep the cursor as close as possible to the left border of the screen. As you move your mouse down, you see additional thumbnails for each open app.


rt
Internet Explorer
Store
8
Reader
Mail
84°
Cloudy
Weather
Remote Desktop

4 Switch to an open app: Click on the thumbnail of the app that you want to open.


APP PREVIEW
Close
Snap left
Snap right

Google Inbox

Netflix
Has Directors: John Frankenheimer arrived? Fri
Your Account | Queue | Help Delivery Survey D...

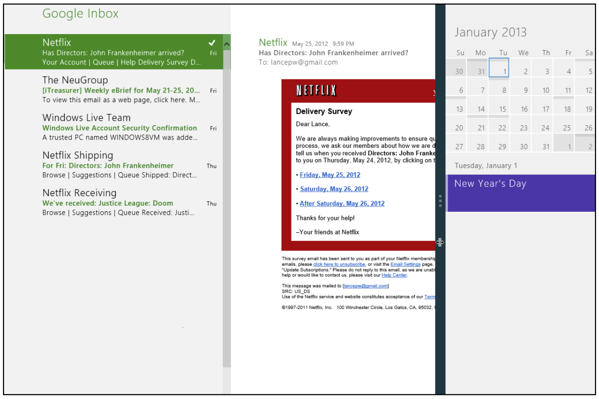
The NeuGroup
[iTreasurer] Weekly eBrief for May 21-25, 20... Fri
To view this email as a web page, click here. M...

Windows Live Team
Windows Live Account Security Confirmation Fri
A trusted PC named WINDOWS8VM was adde...

Netflix Shipping
For Fri: Directors: John Frankenheimer Thu
Browse | Suggestions | Queue Shipped: Direct...

Netflix Receiving
We've received: Justice League: Doom Thu
Browse | Suggestions | Queue Received: Justi...

5 Snap a second app: From your current app, move your mouse to the upper-left hot corner. Then move your mouse to the thumbnail of the second app you want to view. Right-click on the thumbnail and select Snap left or Snap right.


Google Inbox
January 2013
Su Mo Tu We Th Fr Sa
Tuesday, January 1
New Year's Day

Netflix
Has Directors: John Frankenheimer arrived? Fri
Your Account | Queue | Help Delivery Survey D...

The NeuGroup
[iTreasurer] Weekly eBrief for May 21-25, 20... Fri
To view this email as a web page, click here. M...

Windows Live Team
Windows Live Account Security Confirmation Fri
A trusted PC named WINDOWS8VM was adde...

Netflix Shipping
For Fri: Directors: John Frankenheimer Thu
Browse | Suggestions | Queue Shipped: Direct...

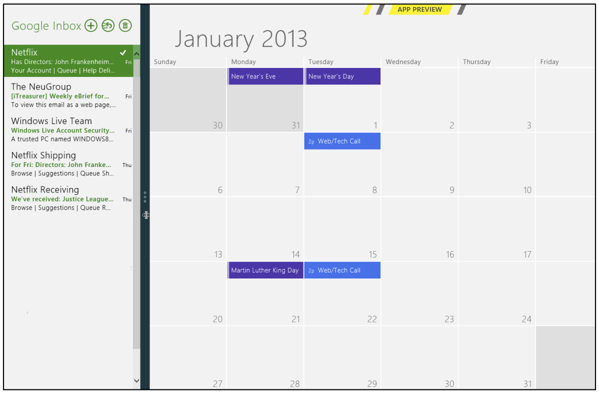
Netflix Receiving
We've received: Justice League: Doom Thu
Browse | Suggestions | Queue Received: Justi...

Netflix May 25, 2012 9:59 PM
Has Directors: John Frankenheimer arrived?
To: lancepw@gmail.com

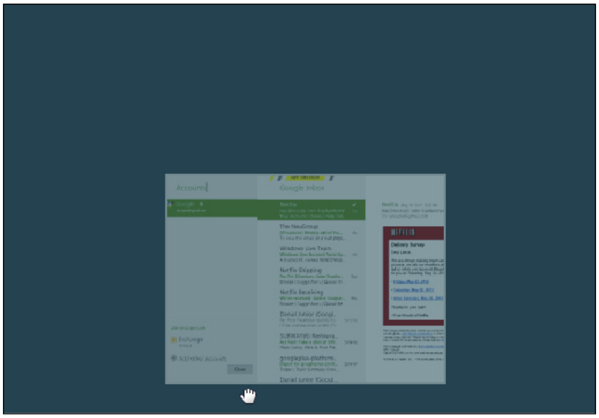
NETFLIX
Delivery Survey
Dear Lance,

Thanks for your help!
–Your friends at Netflix

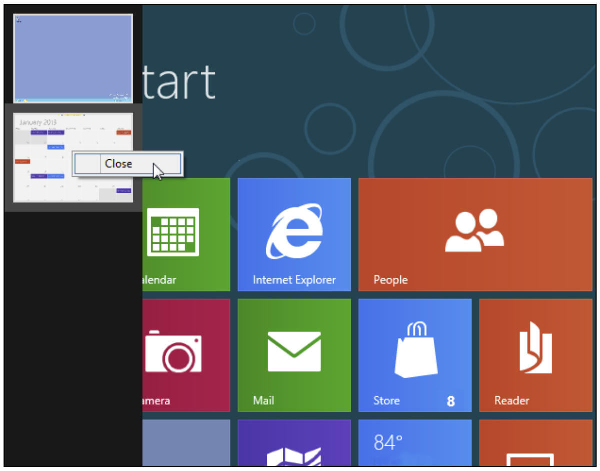
6 View two apps side by side: The second app displays on the left or right side of the screen depending on the option you selected, taking up one-third of the screen. The first app takes up the other two-thirds of the screen.


APP PREVIEW
Google Inbox
January 2013
Sunday
Monday
Tuesday
Wednesday
Thursday
Friday
New Year's Eve
New Year's Day
2p Web/Tech Call
Martin Luther King Day
2p Web/Tech Call

7 Resize an open app: Move your mouse to the vertical scroll bar separating the two apps until your cursor turns into a small vertical line with two arrows. Double-click or drag the scroll bar to increase or decrease the size of the window. To make a window full screen, click and drag the scroll bar all the way to the left or right.



8 Close your current app: Move your mouse to the top of the app's screen until your cursor turns into a folded hand. Click and drag the window all the way to the bottom of the screen until the app disappears.

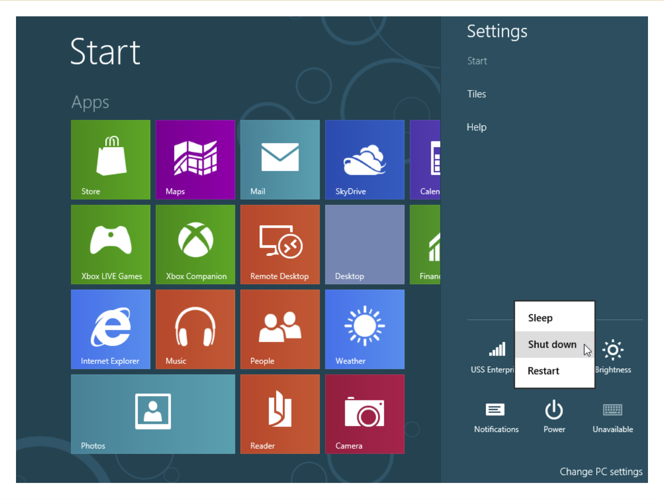

tart
January 2013
Close
lendar
Internet Explorer
People
amera
Mail
Store
8
Reader
84°

9 Close any open app: Return to the Start screen. Move your mouse to the upper-left hot corner. Move your mouse down to the thumbnail of the app you want to close. Right-click on the thumbnail and click Close.

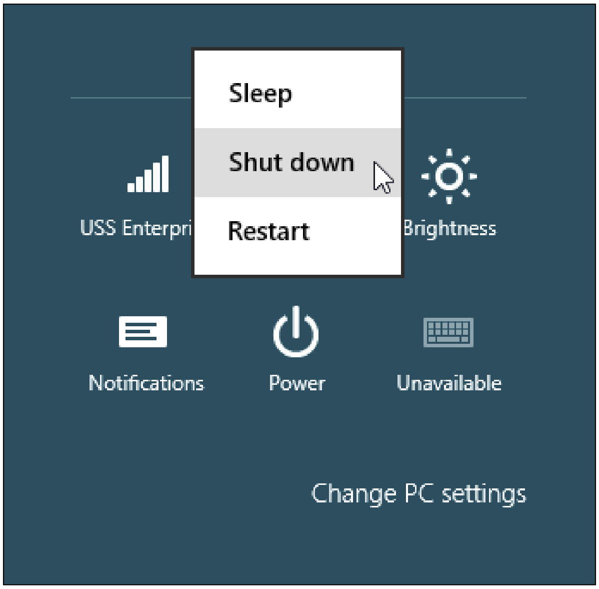
tip Snapping a Windows 8 app and displaying two apps side by side requires a screen resolution of at least 1366 X 768 pixels.

warning Desktop apps do not appear in their own individual thumbnails but rather in one single thumbnail representing the entire desktop.

Shutting Down or Restarting Windows

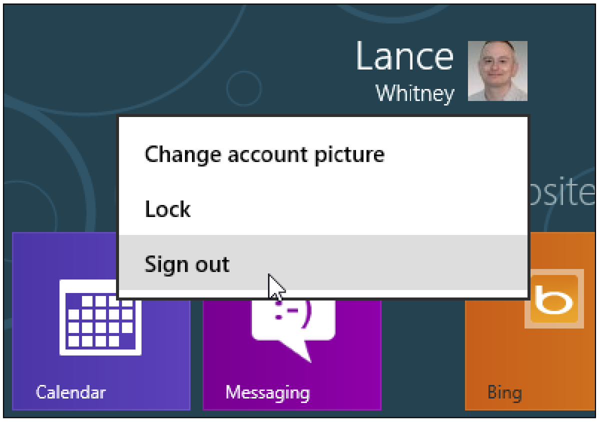

Start
Apps
Store
Maps
Mail
SkyDrive
Xbox LIVE Games
Xbox Companion
Remote Desktop
Desktop
Internet Explorer
Music
People
Weather
Photos
Reader
Camera
Settings
Start
Tiles
Help
Sleep
Shut down
Restart
USS Enterpri
Brightness
Notifications
Power
Unavailable
Change PC settings

Windows 8 does not provide the traditional desktop Start menu, so there is no Shut Down or Restart command accessible from the Start button. But Windows 8 does offer you a variety of other ways to shut down or restart your computer. You can shut it down or restart it from the Charms bar, from the Sign out screen, or from the desktop. You can also shut it down by pressing the Power button or closing the lid if you are using a laptop. This task shows you the different ways to shut down or restart Windows 8.

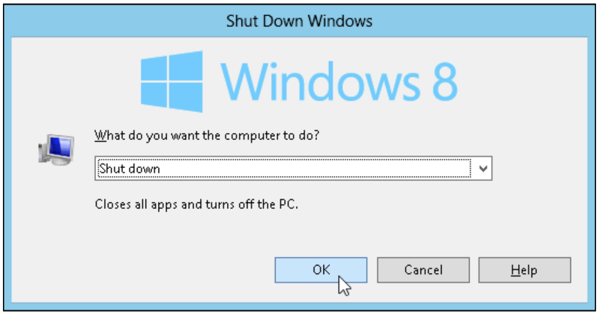

Sleep
Shut down
Restart
USS Enterpri
Brightness
Notifications
Power
Unavailable
Change PC settings

1 Shut down or restart from Charms bar: From the Start screen, hover your mouse over the Semantic Zoom button in the lower-right hot corner until you see the five charms for the Charms bar. Move your mouse up the bar and click the Settings icon. From the Start sidebar, click the Power icon at the bottom. You should see a pop-up menu with at least three commands: Sleep, Shut down, and Restart. Click Shut down to power off your PC; click Restart to reboot it.

tip Hold down the Windows key and press I to access the Start sidebar.


Lance
Whitney
Change account picture
Lock
Sign out
osite
Calendar
Messaging
Bing

2 **Shut down or restart from Sign out screen:** From the Start screen, click your account name and picture in the upper-right corner, or press Ctrl+Alt+Delete. Click Sign out. From the Lock screen, press any key to access the login screen. Click the icon in the lower-right corner. From the pop-up menu, choose the Shut down or Restart command.


Shut Down Windows
Windows 8

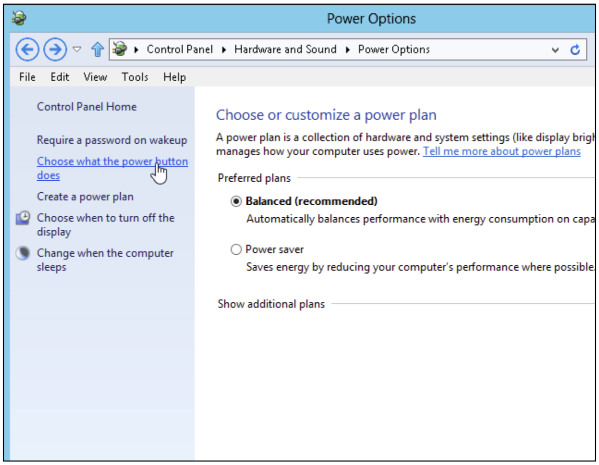
What do you want the computer to do?

Shut down

Closes all apps and turns off the PC.

OK
Cancel
Help

3 **Shut down or restart from the desktop:** From the desktop, press Alt+F4 to access the Shut Down Windows dialog box. From the box's drop-down menu, choose Shut down or Restart.


Power Options
Control Panel ▸ Hardware and Sound ▸ Power Options
File Edit View Tools Help
Control Panel Home
Require a password on wakeup
Choose what the power button does
Create a power plan
Choose when to turn off the display
Change when the computer sleeps

Choose or customize a power plan

A power plan is a collection of hardware and system settings (like display brig
manages how your computer uses power. Tell me more about power plans

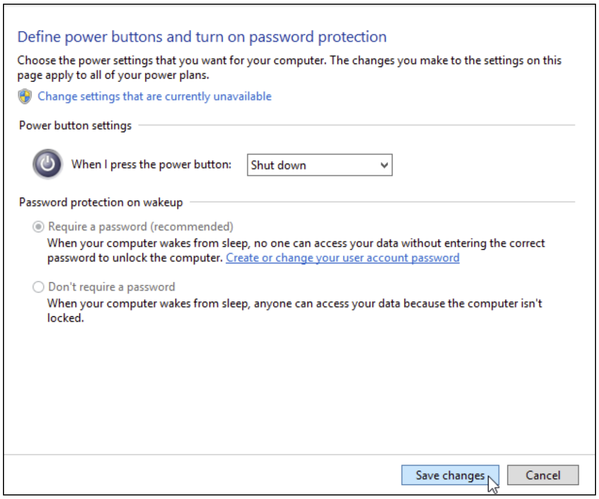
Preferred plans

● **Balanced (recommended)**
Automatically balances performance with energy consumption on capa

○ Power saver
Saves energy by reducing your computer's performance where possible

Show additional plans

4 **Define Power buttons:** From the desktop, hover your mouse in the lower-right hot corner to display the Charms bar. Click the Settings charm. Click Control Panel at the top of the desktop sidebar. Click the Hardware and Sound category and then click the Power Options subcategory. From Power Options, click the Choose what the power button does setting on the left sidebar.



Define power buttons and turn on password protection

Choose the power settings that you want for your computer. The changes you make to the settings on this page apply to all of your power plans.

Change settings that are currently unavailable

Power button settings

When I press the power button: Shut down

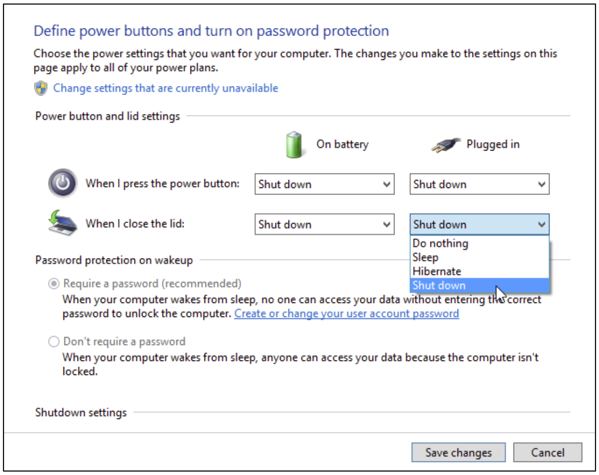
Password protection on wakeup

● Require a password (recommended)
When your computer wakes from sleep, no one can access your data without entering the correct password to unlock the computer. Create or change your user account password

○ Don't require a password
When your computer wakes from sleep, anyone can access your data because the computer isn't locked.

Save changes
Cancel

5 **Press Power button on a desktop PC:** On a desktop computer, select the Shut down option in the When I press the power button drop-down menu. Click Save changes.



Define power buttons and turn on password protection

Choose the power settings that you want for your computer. The changes you make to the settings on this page apply to all of your power plans.

Change settings that are currently unavailable

Power button and lid settings

	On battery	Plugged in
When I press the power button:	Shut down	Shut down
When I close the lid:	Shut down	Shut down

Do nothing
Sleep
Hibernate
Shut down

Password protection on wakeup

● Require a password (recommended)

When your computer wakes from sleep, no one can access your data without entering the correct password to unlock the computer. Create or change your user account password

○ Don't require a password

When your computer wakes from sleep, anyone can access your data because the computer isn't locked.

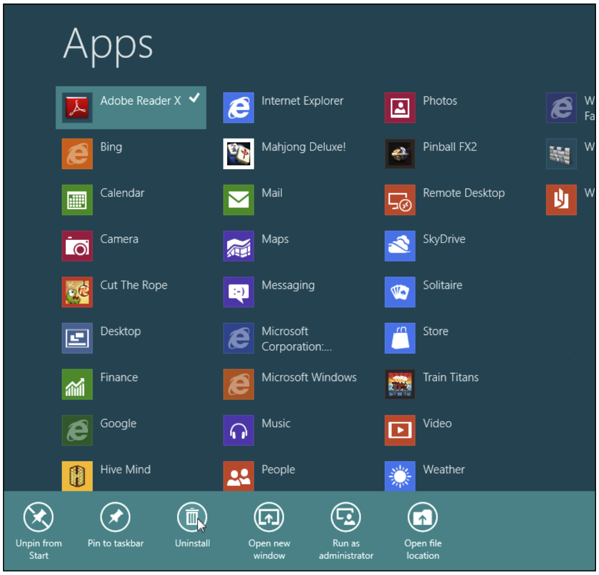
Shutdown settings

Save changes
Cancel

6 Press Power button or close the lid on a laptop: On a laptop, select the Shut down option in the When I press the power button drop-down menu. You can also select the Shut down option in the When I close the lid drop-down menu. You can set these options for either On battery or Plugged in, or both.

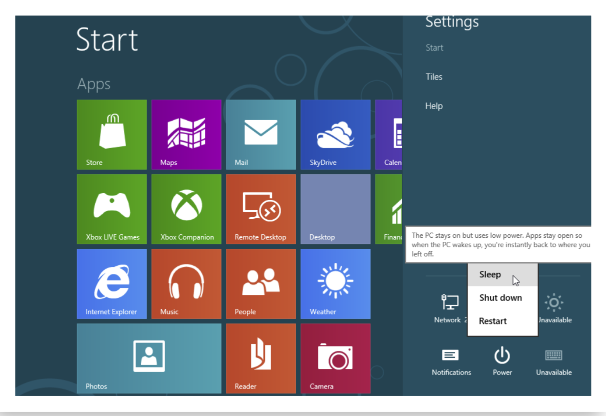
Quick Fix

Uninstalling a Desktop Application


Apps
Adobe Reader X
Bing
Calendar
Camera
Cut The Rope
Desktop
Finance
Google
Hive Mind
Internet Explorer
Mahjong Deluxe!
Mail
Maps
Messaging
Microsoft Corporation:...
Microsoft Windows
Music
People
Photos
Pinball FX2
Remote Desktop
SkyDrive
Solitaire
Store
Train Titans
Video
Weather
Unpin from Start
Pin to taskbar
Uninstall
Open new window
Run as administrator
Open file location

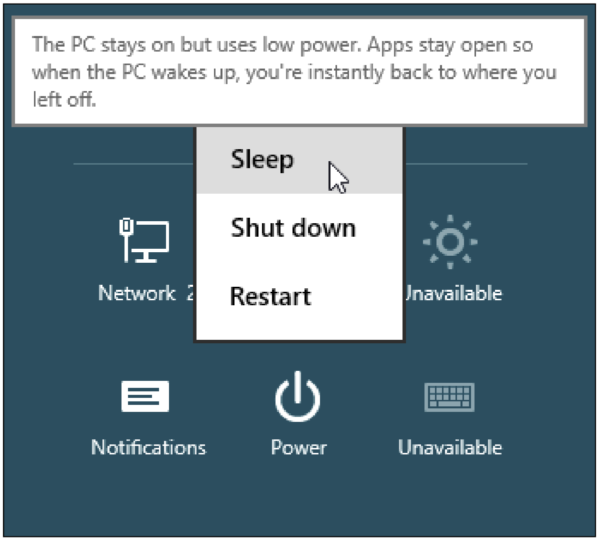
You can uninstall a desktop application through its Start screen or Apps screen tile. Right-click the app's tile. Click Uninstall from the app bar. Windows opens the Programs and Features window in the desktop where you can uninstall the application.

Putting Windows to Sleep

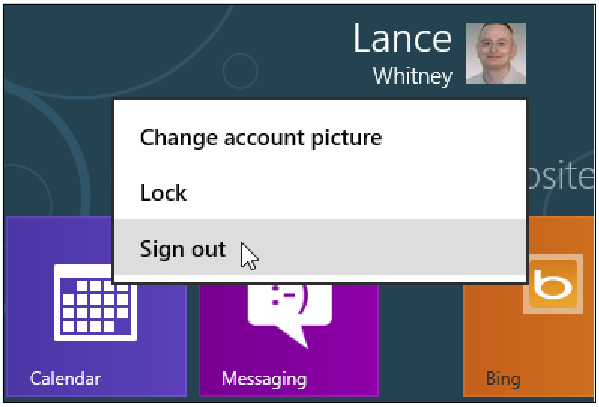

Start
Apps
Store
Maps
Mail
SkyDrive
Xbox LIVE Games
Xbox Companion
Remote Desktop
Desktop
Internet Explorer
Music
People
Weather
Photos
Reader
Camera
Settings
Start
Tiles
Help
Sleep
Shut down
Restart
Network
Unavailable
Notifications
Power
Unavailable

The PC stays on but uses low power. Apps stay open so when the PC wakes up, you're instantly back to where you left off.

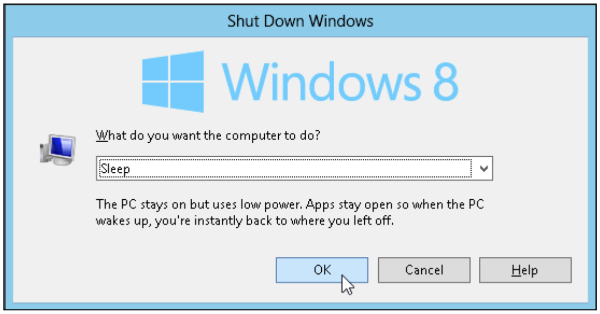
You can use most of the same settings and options to put Windows 8 into sleep mode as you do to shut it down or restart it. Putting Windows to sleep keeps all the applications, files, and other contents in memory active so that you can easily and quickly return to your work when the computer wakes up. Sleep mode is a good option if you intend to leave your laptop for an hour or two and want to keep it running but preserve power if it is operating off the battery. This task explains how to put Windows into sleep mode.


The PC stays on but uses low power. Apps stay open so when the PC wakes up, you're instantly back to where you left off.
Sleep
Shut down
Restart
Network 2
Unavailable
Notifications
Power
Unavailable

1 Sleep from the Charms bar: From the Start screen, hover your mouse over the Semantic Zoom button in the lower-right corner until you see the five icons for the Charms bar. Move your mouse up the bar and click the Settings icon. From the Start sidebar, click the Power icon at the bottom. A pop-up menu appears with several options, including Sleep. Click Sleep.


Lance
Whitney
Change account picture
Lock
Sign out
Calendar
Messaging
Bing

2 Sleep from Sign out screen: From the Start screen, click your account name and picture in the upper-right corner, or press Ctrl+Alt+Del. Click Sign out. From the Lock screen, press any key to access the login screen. Click the icon in the lower-right corner. From the pop-up menu, choose Sleep.


Shut Down Windows
Windows 8
OK
Cancel
Help

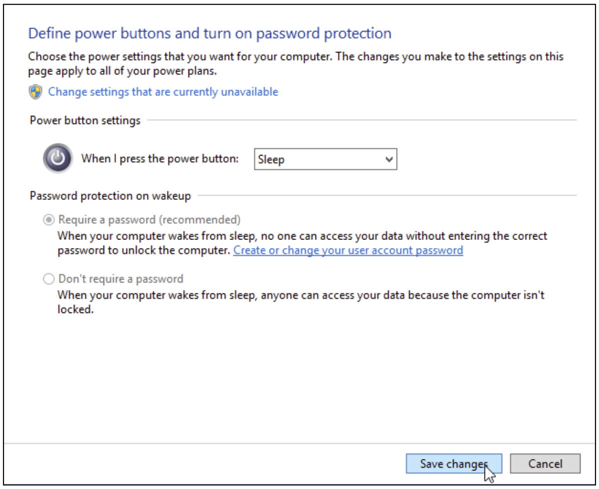
What do you want the computer to do?

Sleep

The PC stays on but uses low power. Apps stay open so when the PC wakes up, you're instantly back to where you left off.

3 Sleep from the desktop: From the desktop, press Alt+F4 to access the Shut Down Windows dialog box. From the box's drop-down menu, choose Sleep.

tip You can put a desktop PC into sleep mode to lower its power consumption, but it is most beneficial for a laptop running off battery power.


Save changes
Cancel

Define power buttons and turn on password protection

Choose the power settings that you want for your computer. The changes you make to the settings on this page apply to all of your power plans.

Change settings that are currently unavailable

Power button settings

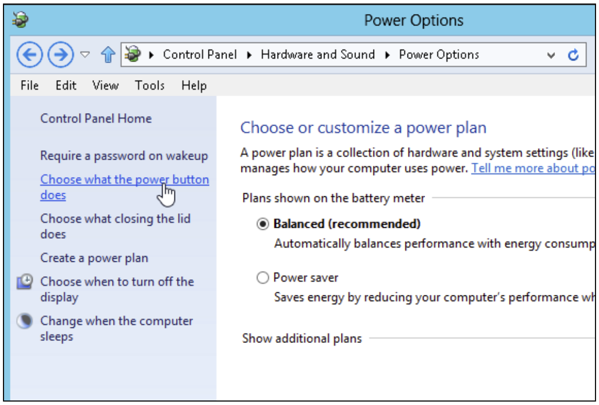
When I press the power button: Sleep

Password protection on wakeup

○ Require a password (recommended)
When your computer wakes from sleep, no one can access your data without entering the correct password to unlock the computer. Create or change your user account password

○ Don't require a password
When your computer wakes from sleep, anyone can access your data because the computer isn't locked.

5 Press the Power button on a desktop PC: On a desktop computer, select the Sleep option in the When I press the power button drop-down menu. Click Save changes.


Power Options
Control Panel
Hardware and Sound
Power Options
File
Edit
View
Tools
Help
Control Panel Home
Require a password on wakeup
Choose what the power button does
Choose what closing the lid does
Create a power plan
Choose when to turn off the display
Change when the computer sleeps

Choose or customize a power plan

A power plan is a collection of hardware and system settings (like
manages how your computer uses power. Tell me more about po

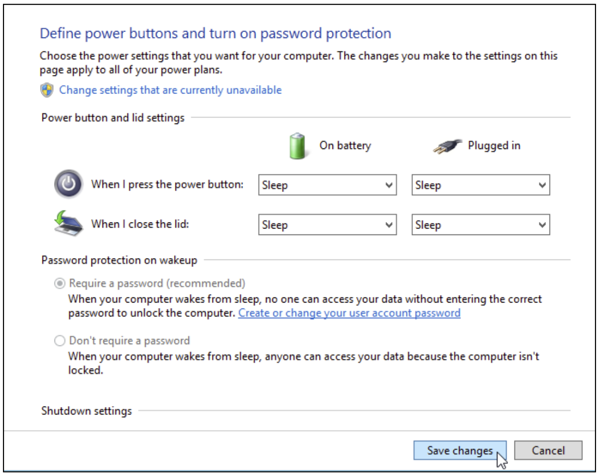
Plans shown on the battery meter

● **Balanced (recommended)**
Automatically balances performance with energy consump

○ Power saver
Saves energy by reducing your computer's performance wh

Show additional plans

4 Define the Power buttons: From the desktop, hover your mouse in the lower-right hot corner to display the Charms bar. Click the Settings charm. Click Control Panel at the top of the desktop sidebar. Click the Hardware and Sound category and then click the Power Options subcategory. From Power Options, click the Choose what the power button does setting on the left sidebar.


Save changes
Cancel

Define power buttons and turn on password protection

Choose the power settings that you want for your computer. The changes you make to the settings on this page apply to all of your power plans.

Change settings that are currently unavailable

Power button and lid settings

	On battery	Plugged in
When I press the power button:	Sleep	Sleep
When I close the lid:	Sleep	Sleep

Password protection on wakeup

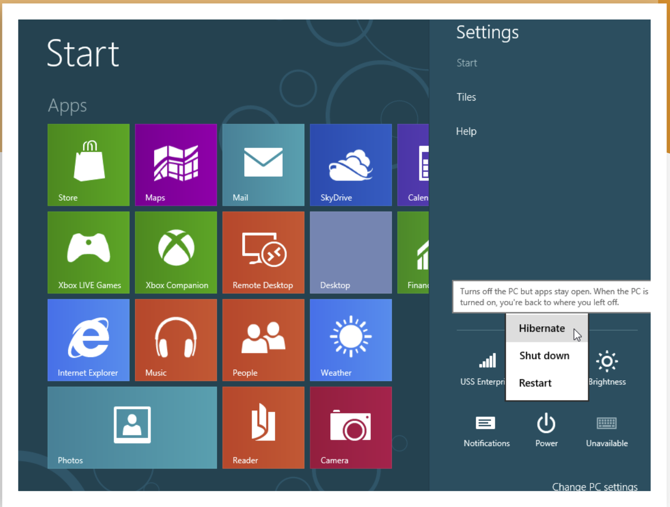
○ Require a password (recommended)
When your computer wakes from sleep, no one can access your data without entering the correct password to unlock the computer. Create or change your user account password

○ Don't require a password
When your computer wakes from sleep, anyone can access your data because the computer isn't locked.

Shutdown settings

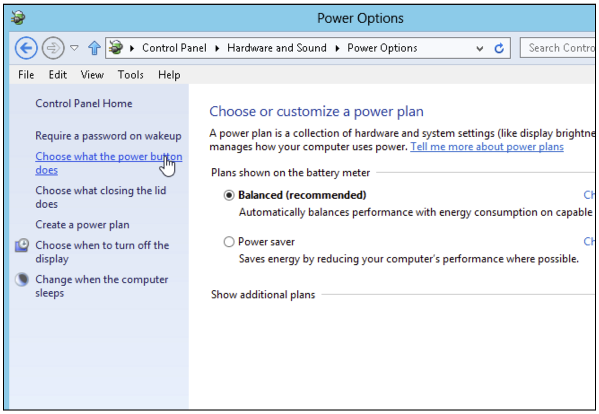
6 Press the Power button or close the lid on a laptop: On a laptop, select the Sleep option in the When I press the power button drop-down menu. You can also select the Sleep option in the When I close the lid drop-down menu. You can set these options for either On battery or Plugged in, or both.

Hibernating Windows


Start
Apps
Store
Maps
Mail
SkyDrive
Calen
Xbox LIVE Games
Xbox Companion
Remote Desktop
Desktop
Financ
Internet Explorer
Music
People
Weather
Photos
Reader
Camera
Settings
Start
Tiles
Help
Hibernate
Shut down
Restart
USS Enterpri
Brightness
Notifications
Power
Unavailable
Change PC settings

Turns off the PC but apps stay open. When the PC is turned on, you're back to where you left off.

You can use most of the same settings and options to put Windows 8 into hibernate mode as you do to shut it down, restart it, or put it to sleep. Putting Windows into hibernate mode moves all of your current applications, documents, and data from memory onto the hard drive to preserve your current state. When the PC comes out of hibernate mode, everything that was saved is then restored into memory so you can pick up exactly where you left off. Resuming your work after Windows comes out of hibernate mode takes a bit longer than if it is coming out of sleep mode. This task explains how to hibernate your PC.


Power Options
Control Panel
Hardware and Sound
Power Options
Search Contro
File
Edit
View
Tools
Help
Control Panel Home
Require a password on wakeup
Choose what the power button does
Choose what closing the lid does
Create a power plan
Choose when to turn off the display
Change when the computer sleeps
Tell me more about power plans
Ch
Ch

Choose or customize a power plan

A power plan is a collection of hardware and system settings (like display brightne manages how your computer uses power.

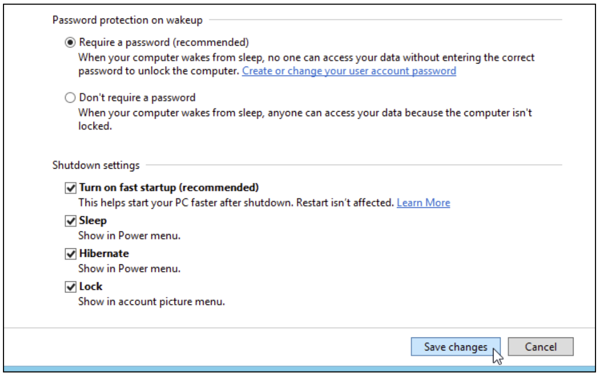
Plans shown on the battery meter

● **Balanced (recommended)**
Automatically balances performance with energy consumption on capable

○ Power saver
Saves energy by reducing your computer's performance where possible.

Show additional plans

1 Access the Shut down settings: From the desktop, hover your mouse in the lower-right hot corner to display the Charms bar. Click the Settings charm. Click Control Panel at the top of the desktop sidebar. Click the Hardware and Sound category and then click the Power Options subcategory. From Power Options, click the Choose what the power button does setting on the left sidebar.



Password protection on wakeup

● Require a password (recommended)
When your computer wakes from sleep, no one can access your data without entering the correct password to unlock the computer. Create or change your user account password

○ Don't require a password
When your computer wakes from sleep, anyone can access your data because the computer isn't locked.

Shutdown settings

☑ **Turn on fast startup (recommended)**
This helps start your PC faster after shutdown. Restart isn't affected. Learn More

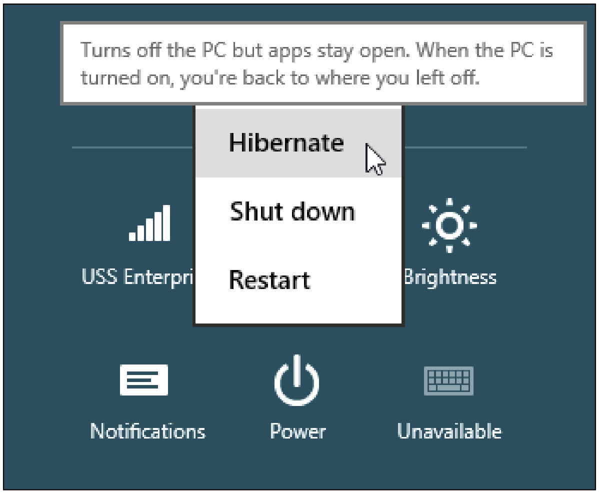
☑ **Sleep**
Show in Power menu.

☑ **Hibernate**
Show in Power menu.

☑ **Lock**
Show in account picture menu.

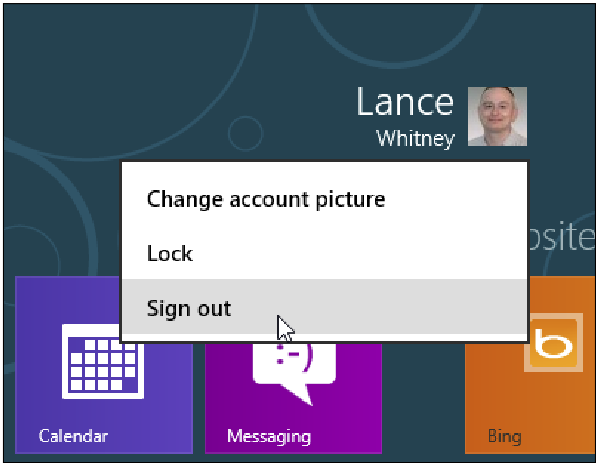
Save changes
Cancel

2 Display the Hibernate command: In the Define power buttons and turn on password protection section, click the Change settings that are currently unavailable option. Scroll down to the bottom of the screen to the Shut down settings area and select the Hibernate check box. Click Save changes.


Hibernate
Shut down
Restart
USS Enterpri
Brightness
Notifications
Power
Unavailable

Turns off the PC but apps stay open. When the PC is turned on, you're back to where you left off.

3 Hibernate from the Charms bar: From the Start screen, hover your mouse over the Semantic Zoom button in the lower-right corner until you see the five icons for the Charms bar. Move your mouse up the bar and click the Settings icon. From the Start sidebar, click the Power icon at the bottom. A pop-up menu appears with several options, including Hibernate. Click Hibernate.


Lance
Whitney
Change account picture
Lock
Sign out
osite
Calendar
Messaging
Bing

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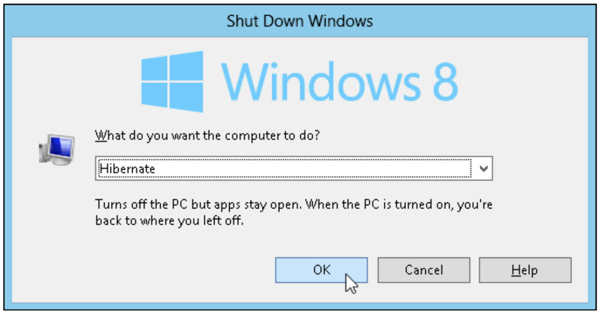

Shut Down Windows
Windows 8
OK
Cancel
Help

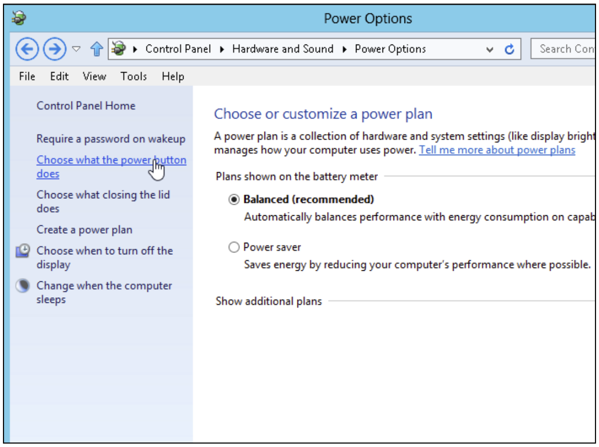
What do you want the computer to do?

Hibernate

Turns off the PC but apps stay open. When the PC is turned on, you're back to where you left off.

5 Hibernate from the desktop: From the desktop, press Alt+F4 to display the Shut Down Windows dialog box. From the box's drop-down menu, choose Hibernate.

tip You can put a desktop PC into hibernate mode to cut off its power consumption, but it is most beneficial for a laptop running off battery power.


Power Options
Control Panel ▸ Hardware and Sound ▸ Power Options
Search Con
File
Edit
View
Tools
Help
Control Panel Home
Require a password on wakeup
Choose what the power button does
Choose what closing the lid does
Create a power plan
Choose when to turn off the display
Change when the computer sleeps

Choose or customize a power plan

A power plan is a collection of hardware and system settings (like display bright manages how your computer uses power. Tell me more about power plans

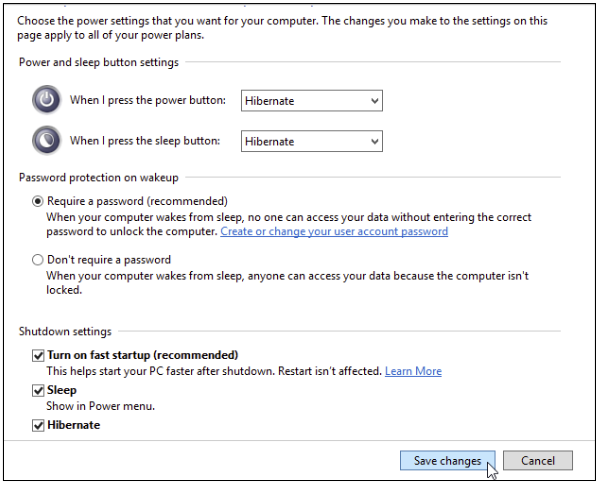
Plans shown on the battery meter

● Balanced (recommended)
Automatically balances performance with energy consumption on capab

○ Power saver
Saves energy by reducing your computer's performance where possible.

Show additional plans

6 Define the Power buttons: From the desktop, hover your mouse over the lower-right hot corner to display the Charms bar. Click the Settings charm. Click Control Panel at the top of the desktop sidebar. Click the Hardware and Sound category and then click the Power Options subcategory. From Power Options, click the Choose what the power button does setting on the left sidebar.



Choose the power settings that you want for your computer. The changes you make to the settings on this page apply to all of your power plans.

Power and sleep button settings

When I press the power button: Hibernate

When I press the sleep button: Hibernate

Password protection on wakeup

● Require a password (recommended)
When your computer wakes from sleep, no one can access your data without entering the correct password to unlock the computer. Create or change your user account password

○ Don't require a password
When your computer wakes from sleep, anyone can access your data because the computer isn't locked.

Shutdown settings

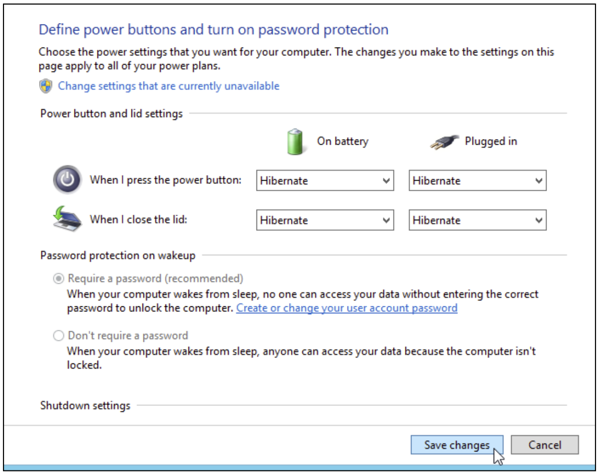
☑ **Turn on fast startup (recommended)**
This helps start your PC faster after shutdown. Restart isn't affected. Learn More

☑ **Sleep**
Show in Power menu.

☑ **Hibernate**

7 Press the Power button on a desktop PC:

On a desktop computer, select the Hibernate option in the When I press the power button drop-down menu. If an option appears for When I press the sleep button, you can also change that to Hibernate. Click Save changes.



Define power buttons and turn on password protection

Choose the power settings that you want for your computer. The changes you make to the settings on this page apply to all of your power plans.

Change settings that are currently unavailable

Power button and lid settings

	On battery	Plugged in
When I press the power button:	Hibernate	Hibernate
When I close the lid:	Hibernate	Hibernate

Password protection on wakeup

● Require a password (recommended)
When your computer wakes from sleep, no one can access your data without entering the correct password to unlock the computer. Create or change your user account password

○ Don't require a password
When your computer wakes from sleep, anyone can access your data because the computer isn't locked.

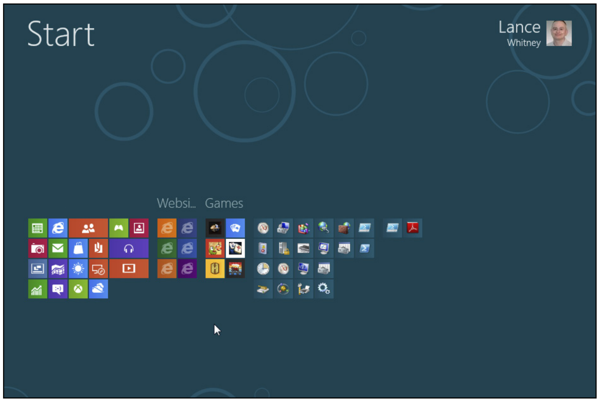
Shutdown settings

8 Press the Power button or close the lid on a laptop:

On a laptop, select the Hibernate option in the When I press the power button drop-down menu. You can also select the Hibernate option in the When I close the lid drop-down menu. You can set these options for either On battery or Plugged in, or both. Click Save changes.

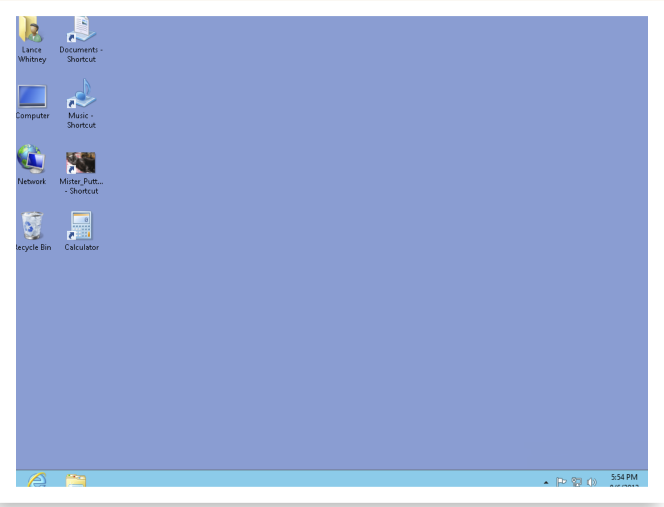
Quick Fix

Emulating Pinch and Zoom on a PC

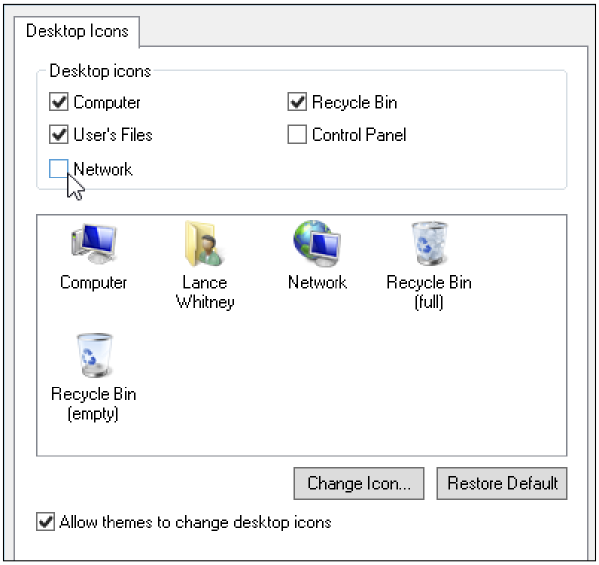


You can zoom in and out of the Start screen and other Windows 8 apps on a PC. Hold down the Ctrl key and move the scroll wheel on your mouse up and down.

Customizing the Desktop


Lance Whitney
Documents - Shortcut
Computer
Music - Shortcut
Network
Mister_Putt... - Shortcut
ecycle Bin
Calculator
5:54 PM

The Windows 8 desktop starts off as a virtual blank slate with just a shortcut to the Recycle Bin and no other visible shortcuts or icons. And because the Windows 8 desktop does not provide a traditional Start button or menu, it seemingly offers no clear, direct access to all the applications and features that you need. But just as you could in previous versions of Windows, you can customize the Windows 8 desktop by populating it with icons and shortcuts for the programs that you use most frequently. This task explains how to set up your desktop to access your favorite applications and features.


Desktop Icons

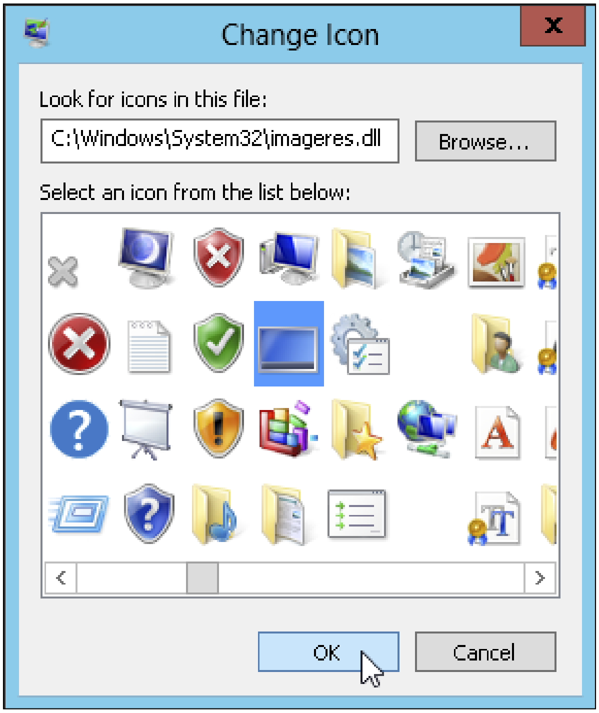
Desktop icons

☑ Computer ☑ Recycle Bin
☑ User's Files ☐ Control Panel
☐ Network

Computer
Lance Whitney
Network
Recycle Bin (full)
Recycle Bin (empty)
Change Icon...
Restore Default

☑ Allow themes to change desktop icons

1 Add common icons to your desktop: Right-click anywhere on the desktop and choose Personalize from the pop-up menu. Click the option to change desktop icons. Select the icons you want to appear on the desktop and click OK. You can choose from among Computer, your user folder, Network, Recycle Bin, and Control Panel.



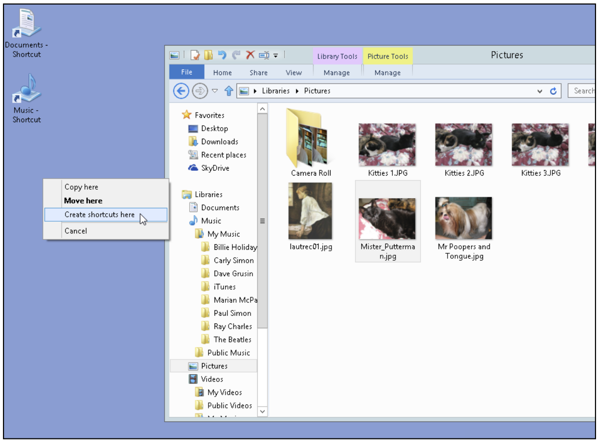
Change Icon

Look for icons in this file:

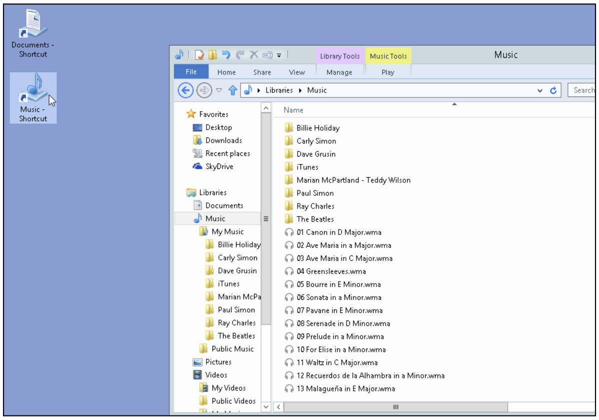
C:\Windows\System32\imageres.dll

Browse...
Select an icon from the list below:
OK
Cancel

2 Change a desktop icon: Right-click anywhere on the desktop and choose Personalize from the pop-up menu. Click the option to change desktop icons. Click a specific icon and then click Change Icon. Windows displays a range of icons from one of its library files. Choose the icon you want to use and click OK. You can also revert back to any icon's original image by clicking it and clicking Restore Default.



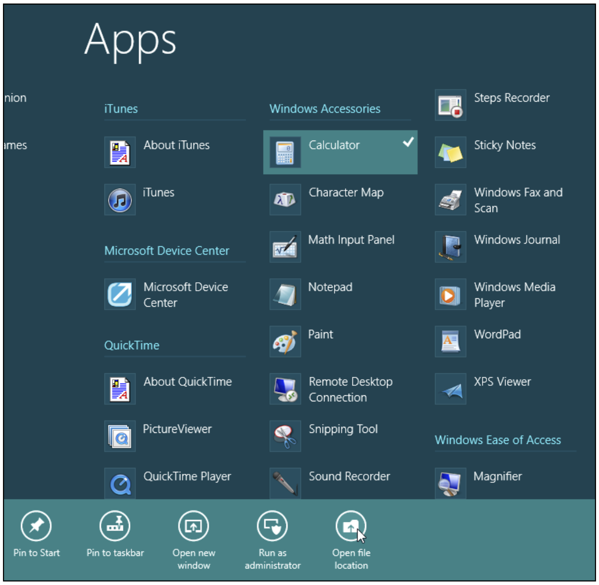
Documents - Shortcut
Music - Shortcut
Copy here
Move here
Create shortcuts here
Cancel
Library Tools
Picture Tools
Pictures
File
Home
Share
View
Manage
Libraries ▸ Pictures
Favorites
Desktop
Downloads
Recent places
SkyDrive
Libraries
Documents
Music
My Music
Billie Holiday
Carly Simon
Dave Grusin
iTunes
Marian McPa
Paul Simon
Ray Charles
The Beatles
Public Music
Pictures
Videos
My Videos
Public Videos
Camera Roll
Kitties 1.JPG
Kitties 2.JPG
Kitties 3.JPG
lautrec01.jpg
Mister_Putterman.jpg
Mr Poopers and Tongue.jpg



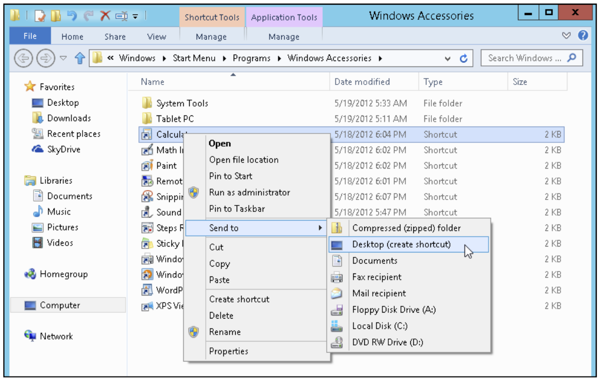
Documents - Shortcut
Music - Shortcut
Library Tools
Music Tools
Music
File
Home
Share
View
Manage
Play
Libraries ▸ Music
Name
Favorites
Desktop
Downloads
Recent places
SkyDrive
Libraries
Documents
Music
My Music
Billie Holiday
Carly Simon
Dave Grusin
iTunes
Marian McPa
Paul Simon
Ray Charles
The Beatles
Public Music
Pictures
Videos
My Videos
Public Videos
Billie Holiday
Carly Simon
Dave Grusin
iTunes
Marian McPartland - Teddy Wilson
Paul Simon
Ray Charles
The Beatles
01 Canon in D Major.wma
02 Ave Maria in a Major.wma
03 Ave Maria in C Major.wma
04 Greensleeves.wma
05 Bourre in E Minor.wma
06 Sonata in a Minor.wma
07 Pavane in E Minor.wma
08 Serenade in D Minor.wma
09 Prelude in a Minor.wma
10 For Elise in a Minor.wma
11 Waltz in C Major.wma
12 Recuerdos de la Alhambra in a Minor.wma
13 Malagueña in E Major.wma

3 Add folder shortcuts from File Explorer: Open File Explorer from the taskbar. In the Libraries section, select the Documents folder and drag it to your desktop to create a shortcut to that folder. A Create link in desktop message appears. Release your mouse button. Repeat the process for Pictures, Music, and any other folders that you want to see on the desktop.

4 Add icons for individual files: Open File Explorer. Select an individual file, such as a document, photo, song, or other item that you want to add to the desktop as a shortcut. Right-click the file and drag it to the desktop with your right mouse button. Release your mouse button. Windows asks if you want to copy, move, or create a shortcut to the file. Select the Create shortcut here option. You can repeat that process for any other frequently used files.


Apps
nion
imes
iTunes
About iTunes
iTunes
Microsoft Device Center
Microsoft Device Center
QuickTime
About QuickTime
PictureViewer
QuickTime Player
Windows Accessories
Calculator
Character Map
Math Input Panel
Notepad
Paint
Remote Desktop Connection
Snipping Tool
Sound Recorder
Steps Recorder
Sticky Notes
Windows Fax and Scan
Windows Journal
Windows Media Player
WordPad
XPS Viewer
Windows Ease of Access
Magnifier
Pin to Start
Pin to taskbar
Open new window
Run as administrator
Open file location

5 Add icons from the Apps screen: Open the Apps screen in the Windows 8 environment. Right-click any desktop app that you want to add to the desktop. A desktop app displays an Open file location button on the app bar; a Windows 8 app does not display that button.


Shortcut Tools
Application Tools
Windows Accessories
File
Home
Share
View
Manage
Manage
« Windows ▸ Start Menu ▸ Programs ▸ Windows Accessories ▸
Search Windows ...
Favorites
Desktop
Downloads
Recent places
SkyDrive
Libraries
Documents
Music
Pictures
Videos
Homegroup
Computer
Network
Open
Open file location
Pin to Start
Run as administrator
Pin to Taskbar
Send to
Cut
Copy
Paste
Create shortcut
Delete
Rename
Properties
Compressed (zipped) folder
Desktop (create shortcut)
Documents
Fax recipient
Mail recipient
Floppy Disk Drive (A:)
Local Disk (C:)
DVD RW Drive (D:)

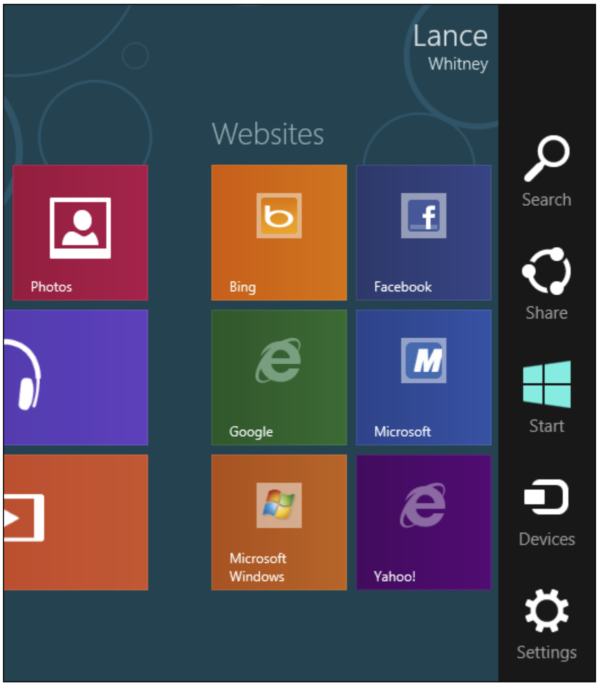
Name	Date modified	Type	Size
System Tools	5/19/2012 5:33 AM	File folder	
Tablet PC	5/19/2012 5:11 AM	File folder	
Calcul	5/18/2012 6:04 PM	Shortcut	2 KB
Math I	5/18/2012 6:02 PM	Shortcut	2 KB
Paint	5/18/2012 6:02 PM	Shortcut	2 KB
Remot	5/18/2012 6:01 PM	Shortcut	2 KB
Snippi	5/18/2012 6:07 PM	Shortcut	2 KB
Sound	5/18/2012 5:47 PM	Shortcut	2 KB
Steps F			2 KB
Sticky I			2 KB
Windo			2 KB
Windo			2 KB
WordP			2 KB
XPS Vi			2 KB

6 Send the application to the desktop: Click Open file location. Windows displays the application's shortcut in File Explorer. Right-click the shortcut, then choose Send to, and then Desktop (create shortcut).

tip You can also add apps from the Start screen to your desktop using the Open file location button.

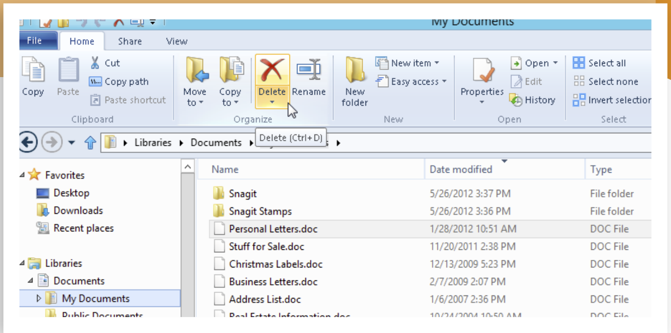
Quick Fix

Accessing the Charms Bar

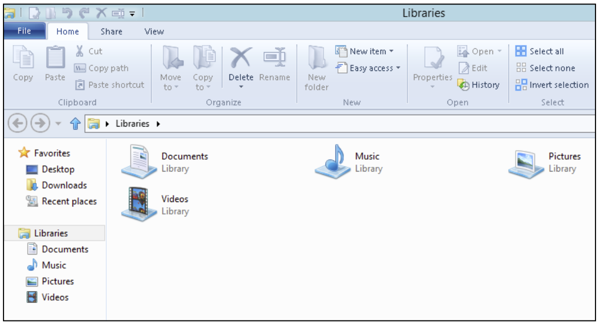

Lance
Whitney
Websites
Photos
Bing
Facebook
Google
Microsoft
Microsoft Windows
Yahoo!
Search
Share
Start
Devices
Settings

You can access the Charms bar a couple of different ways. Click the Semantic Zoom button in the lower-right corner of the screen and move your mouse up the screen, or hold down the Windows key and press C. The options in the Charms bar change depending on the application you are using.

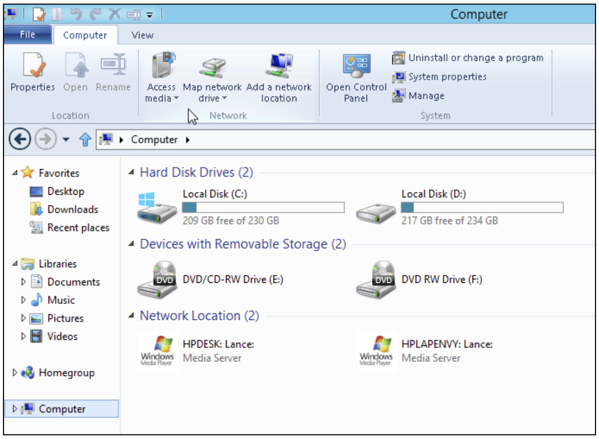
Using the File Explorer Ribbon


My Documents
File
Home
Share
View
Copy
Paste
Cut
Copy path
Paste shortcut
Clipboard
Move to
Copy to
Delete
Rename
Organize
New folder
New item
Easy access
New
Properties
Open
Edit
History
Select all
Select none
Invert selection
Select
Delete (Ctrl+D)
Libraries
Documents
Favorites
Desktop
Downloads
Recent places
Libraries
Documents
My Documents
Public Documents
Name
Date modified
Type
Snagit
5/26/2012 3:37 PM
File folder
Snagit Stamps
5/26/2012 3:36 PM
File folder
Personal Letters.doc
1/28/2012 10:51 AM
DOC File
Stuff for Sale.doc
11/20/2011 2:38 PM
DOC File
Christmas Labels.doc
12/13/2009 5:23 PM
DOC File
Business Letters.doc
2/7/2009 2:07 PM
DOC File
Address List.doc
1/6/2007 2:36 PM
DOC File

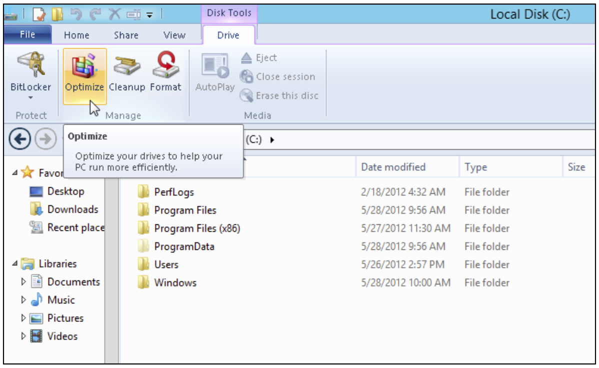
File Explorer has been redesigned for Windows 8 with a Ribbon, similar to the Ribbon that was introduced in Microsoft Office 2007 and has since appeared in other Microsoft programs. The Ribbon replaces the standard pull-down menus from Windows Explorer. But it offers access to the full array of features and commands that let you manage your folders and files. Selecting a drive letter, folder, or file in File Explorer displays a Ribbon with commands specific to each item. Selecting certain types of folders or files, such as Photos or Music, also displays a Ribbon with commands specific to those types of files. This task explains how to use the Ribbon to manage different files and other items.


Libraries
File
Home
Share
View
Copy
Paste
Cut
Copy path
Paste shortcut
Clipboard
Move to
Copy to
Delete
Rename
Organize
New folder
New item
Easy access
New
Properties
Open
Edit
History
Select all
Select none
Invert selection
Select
Libraries
Favorites
Desktop
Downloads
Recent places
Libraries
Documents
Music
Pictures
Videos
Documents Library
Music Library
Pictures Library
Videos Library

1 Launch File Explorer: Open the desktop and launch File Explorer from its taskbar icon.


Computer
File
Computer
View
Properties
Open
Rename
Location
Access media
Map network drive
Add a network location
Network
Open Control Panel
Uninstall or change a program
System properties
Manage
System
Computer
Favorites
Desktop
Downloads
Recent places
Libraries
Documents
Music
Pictures
Videos
Homegroup
Computer
Hard Disk Drives (2)
Local Disk (C:)
209 GB free of 230 GB
Local Disk (D:)
217 GB free of 234 GB
Devices with Removable Storage (2)
DVD/CD-RW Drive (E:)
DVD RW Drive (F:)
Network Location (2)
HPDESK: Lance:
Media Server
HPLAPENVY: Lance:
Media Server

2 View Ribbon commands for Computer: Click the Computer icon in File Explorer. A Computer menu appears on the Ribbon. Click that menu. Commands appear to connect to a Media server, map a network drive, and add a network location.

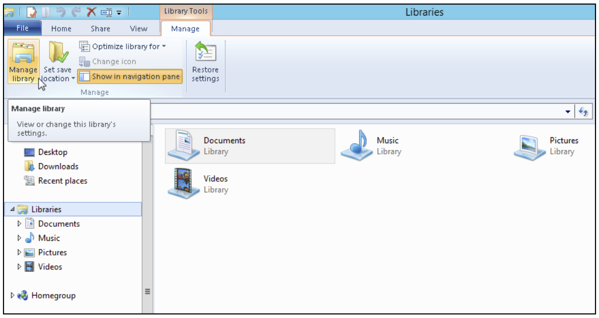

Disk Tools
Local Disk (C:)
File
Home
Share
View
Drive
BitLocker
Optimize
Cleanup
Format
AutoPlay
Eject
Close session
Erase this disc
Protect
Manage
Media
Favor
Desktop
Downloads
Recent place
Libraries
Documents
Music
Pictures
Videos
(C:)

Optimize

Optimize your drives to help your PC run more efficiently.

	Date modified	Type	Size
PerfLogs	2/18/2012 4:32 AM	File folder	
Program Files	5/28/2012 9:56 AM	File folder	
Program Files (x86)	5/27/2012 11:30 AM	File folder	
ProgramData	5/28/2012 9:56 AM	File folder	
Users	5/26/2012 2:57 PM	File folder	
Windows	5/28/2012 10:00 AM	File folder	

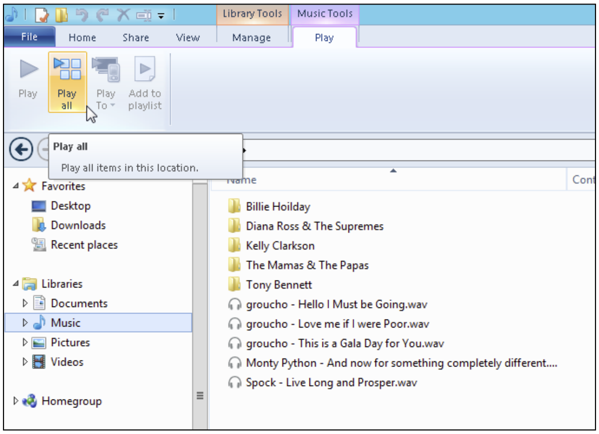
3 View Ribbon commands for C drive: Click the Local Disk icon, typically your C drive. A Share menu appears on the Ribbon. Click that menu. Commands appear to burn the drive to disc and set advanced sharing. A Drive menu also appears on the Ribbon. Click that menu. You will see commands to optimize, clean up, or format your drive.


Library Tools
Libraries
File
Home
Share
View
Manage
Manage library
Set save location
Optimize library for
Change icon
Show in navigation pane
Restore settings
Manage
Desktop
Downloads
Recent places
Libraries
Documents
Music
Pictures
Videos
Homegroup
Documents Library
Music Library
Pictures Library
Videos Library

Manage library

View or change this library's settings.

4 View Ribbon commands for your libraries: Click the Libraries folder. A Manage library button appears on the Ribbon. Click that button. Commands appear that you can use to manage your library, set a Save location, and optimize the library for certain folders.

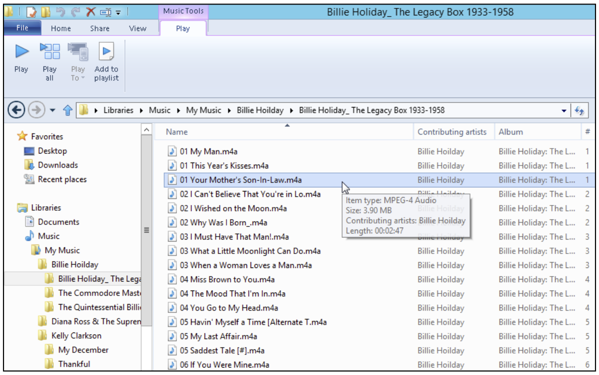

Library Tools
Music Tools
File
Home
Share
View
Manage
Play
Play
Play all
Play To
Add to playlist
Favorites
Desktop
Downloads
Recent places
Libraries
Documents
Music
Pictures
Videos
Homegroup
Name
Cont

Play all

Play all items in this location.

Name
Billie Holiday
Diana Ross & The Supremes
Kelly Clarkson
The Mamas & The Papas
Tony Bennett
groucho - Hello I Must be Going.wav
groucho - Love me if I were Poor.wav
groucho - This is a Gala Day for You.wav
Monty Python - And now for something completely different....
Spock - Live Long and Prosper.wav

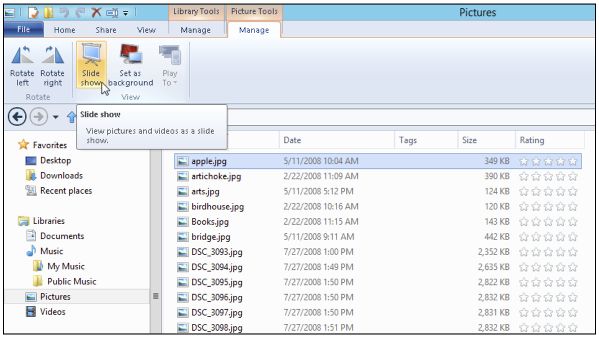
5 View Ribbon commands for a folder: Click the Music folder under Libraries. A Play all button appears. Click that button. A command to play all your music appears.


Music Tools
Billie Holiday_ The Legacy Box 1933-1958
File
Home
Share
View
Play
Play
Play all
Play To
Add to playlist
Libraries
Music
My Music
Billie Holiday
Billie Holiday_ The Legacy Box 1933-1958
Favorites
Desktop
Downloads
Recent places
Libraries
Documents
Music
My Music
Billie Holiday
Billie Holiday_ The Lega
The Commodore Mast
The Quintessential Billi
Diana Ross & The Supren
Kelly Clarkson
My December
Thankful

Name	Contributing artists	Album	#
01 My Man.m4a	Billie Holiday	Billie Holiday: The L...	1
01 This Year's Kisses.m4a	Billie Holiday	Billie Holiday: The L...	1
01 Your Mother's Son-In-Law.m4a	Billie Holiday	Billie Holiday: The L...	1
02 I Can't Believe That You're in Lo.m4a		Billie Holiday: The L...	2
02 I Wished on the Moon.m4a		Billie Holiday: The L...	2
02 Why Was I Born_.m4a		Billie Holiday: The L...	2
03 I Must Have That Man!.m4a		Billie Holiday: The L...	3
03 What a Little Moonlight Can Do.m4a	Billie Holiday	Billie Holiday: The L...	3
03 When a Woman Loves a Man.m4a	Billie Holiday	Billie Holiday: The L...	3
04 Miss Brown to You.m4a	Billie Holiday	Billie Holiday: The L...	4
04 The Mood That I'm In.m4a	Billie Holiday	Billie Holiday: The L...	4
04 You Go to My Head.m4a	Billie Holiday	Billie Holiday: The L...	4
05 Havin' Myself a Time [Alternate T.m4a	Billie Holiday	Billie Holiday: The L...	5
05 My Last Affair.m4a	Billie Holiday	Billie Holiday: The L...	5
05 Saddest Tale [#].m4a	Billie Holiday	Billie Holiday: The L...	5
06 If You Were Mine.m4a	Billie Holiday	Billie Holiday: The L...	6

Item type: MPEG-4 Audio
Size: 3.90 MB
Contributing artists: Billie Holiday
Length: 00:02:47

6 View Ribbon commands for a file: Drill down through your Music folder until individual tracks on the right pane of File Explorer appear. Select a track and click Play to play it. The Music app or Windows Media Player opens to play the track. Press the Stop button to stop the music. Move your mouse to the lower-left hot corner and click on the desktop thumbnail to return to the desktop.


Library Tools
Picture Tools
Pictures
File
Home
Share
View
Manage
Manage
Rotate left
Rotate right
Slide show
Set as background
Play To
Rotate
View
Favorites
Desktop
Downloads
Recent places
Libraries
Documents
Music
My Music
Public Music
Pictures
Videos

Slide show

View pictures and videos as a slide show.

	Date	Tags	Size	Rating
apple.jpg	5/11/2008 10:04 AM		349 KB	☆☆☆☆☆
artichoke.jpg	2/22/2008 11:09 AM		390 KB	☆☆☆☆☆
arts.jpg	5/11/2008 5:12 PM		124 KB	☆☆☆☆☆
birdhouse.jpg	2/22/2008 10:16 AM		120 KB	☆☆☆☆☆
Books.jpg	2/22/2008 11:15 AM		143 KB	☆☆☆☆☆
bridge.jpg	5/11/2008 9:11 AM		442 KB	☆☆☆☆☆
DSC_3093.jpg	7/27/2008 1:00 PM		2,352 KB	☆☆☆☆☆
DSC_3094.jpg	7/27/2008 1:49 PM		2,635 KB	☆☆☆☆☆
DSC_3095.jpg	7/27/2008 1:50 PM		2,822 KB	☆☆☆☆☆
DSC_3096.jpg	7/27/2008 1:50 PM		2,832 KB	☆☆☆☆☆
DSC_3097.jpg	7/27/2008 1:50 PM		2,831 KB	☆☆☆☆☆
DSC_3098.jpg	7/27/2008 1:51 PM		2,832 KB	☆☆☆☆☆

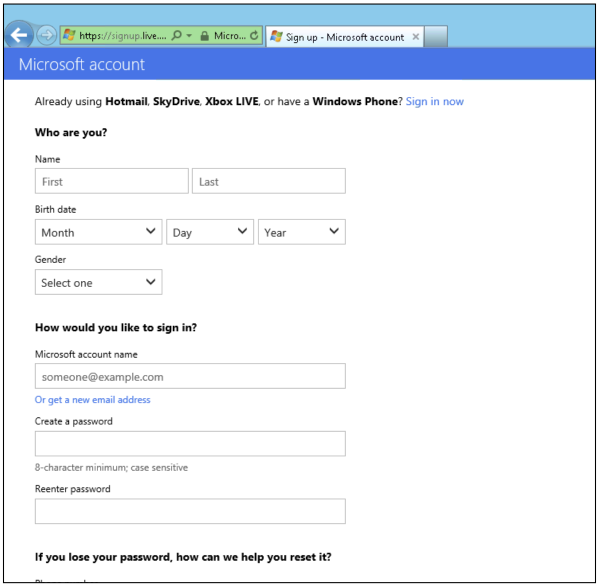
7 View Ribbon commands for a different file:

In File Explorer, click the Pictures folder under Libraries. Drill down until individual images appear on the right pane of File Explorer. Click an image. Click the Manage tab on the Ribbon. Commands to rotate left, rotate right, run a slide show, or set your current image as the background image appear.

tip You can hide the Ribbon by clicking the Minimize Ribbon icon in the upper-right corner. Click the icon again to restore the Ribbon.

Quick Fix

Setting Up a Microsoft Account


https://signup.live....
Micro...
Sign up - Microsoft account

Microsoft account

Already using **Hotmail**, **SkyDrive**, **Xbox LIVE**, or have a **Windows Phone**? Sign in now

Who are you?

Name
First
Last

Birth date
Month
Day
Year

Gender
Select one

How would you like to sign in?

Microsoft account name
someone@example.com
Or get a new email address

Create a password

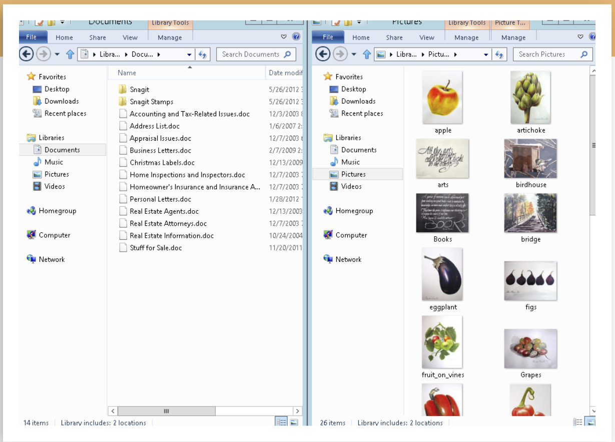
8-character minimum; case sensitive

Reenter password

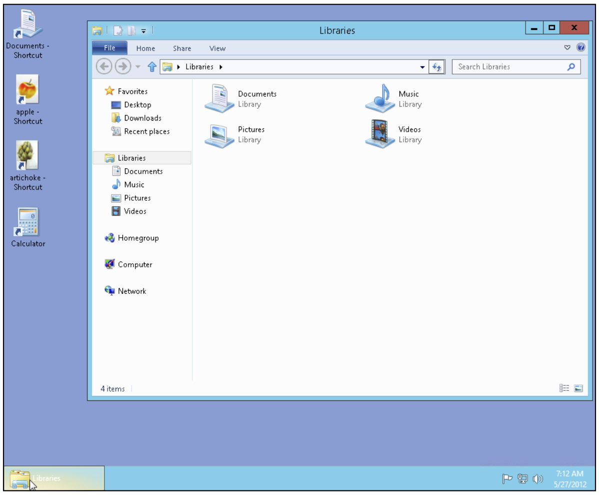
If you lose your password, how can we help you reset it?

To take full advantage of Windows 8, you can set up an online Microsoft account. Logging in with this account lets you synchronize many of your settings and customizations across multiple Windows 8 PCs. Go to https://signup.live.com/signup.aspx. Type your contact information and create an e-mail address and password. Type the captcha security code. Click I accept. You now have a new Microsoft account that you can use to log in to Windows 8.

Opening Two Instances of File Explorer

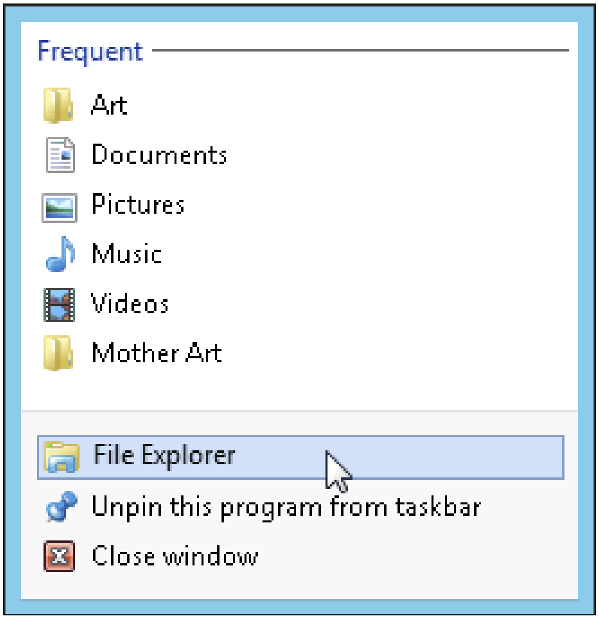

Documents
Pictures
Library Tools
File
Home
Share
View
Manage
Search Documents
Search Pictures
Favorites
Desktop
Downloads
Recent places
Libraries
Documents
Music
Pictures
Videos
Homegroup
Computer
Network
Name
Date modif
Snagit
Snagit Stamps
Accounting and Tax-Related Issues.doc
Address List.doc
Appraisal Issues.doc
Business Letters.doc
Christmas Labels.doc
Home Inspections and Inspectors.doc
Homeowner's Insurance and Insurance A...
Personal Letters.doc
Real Estate Agents.doc
Real Estate Attorneys.doc
Real Estate Information.doc
Stuff for Sale.doc
apple
artichoke
arts
birdhouse
Books
bridge
eggplant
figs
fruit_on_vines
Grapes
14 items
Library includes: 2 locations
26 items
Library includes: 2 locations

You can open File Explorer by clicking its taskbar shortcut. By default, the Explorer window points to the Libraries folder. Now you want to open a second instance of File Explorer, perhaps to copy or move files from one window to another or simply to display the contents of two different folders at the same time. If you click the Explorer taskbar icon, your current instance of Explorer simply shuts down. How can you open more than one instance of File Explorer and easily work with each separate window? This task explains how to open and display two instances of File Explorer.

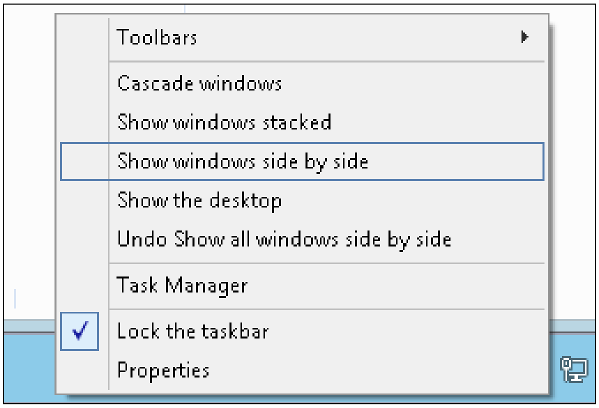

Documents - Shortcut
apple - Shortcut
artichoke - Shortcut
Calculator
Libraries
File
Home
Share
View
Search Libraries
Favorites
Desktop
Downloads
Recent places
Libraries
Documents
Music
Pictures
Videos
Homegroup
Computer
Network
Documents
Library
Music
Library
Pictures
Library
Videos
Library
4 items
7:12 AM
5/27/2012

1 Open the first instance: Open File Explorer from its taskbar icon.

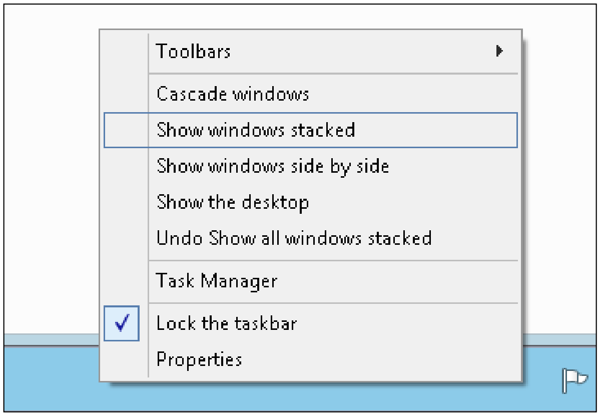
tip You can also cascade multiple windows so that one appears on top of the other.


Frequent
Art
Documents
Pictures
Music
Videos
Mother Art
File Explorer
Unpin this program from taskbar
Close window

2 Open the second instance: Right-click Explorer's taskbar icon and click File Explorer. One instance appears in the foreground; the other in the background.


Toolbars
Cascade windows
Show windows stacked
Show windows side by side
Show the desktop
Undo Show all windows side by side
Task Manager
✓ Lock the taskbar
Properties

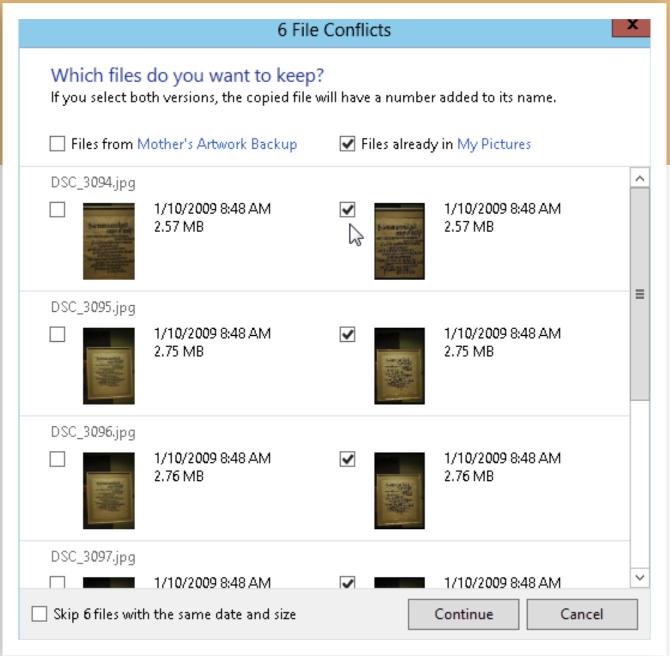
4 Display both instances side by side: Right-click the taskbar. In the pop-up menu that appears, click Show windows side by side. The two windows appear next to each other.


Toolbars
Cascade windows
Show windows stacked
Show windows side by side
Show the desktop
Undo Show all windows stacked
Task Manager
✓ Lock the taskbar
Properties

3 Display both instances stacked: Right-click the taskbar. In the pop-up menu that appears, click Show windows stacked. One window appears on top of the other.

tip You can undo the stacked or side-by-side option so that the windows return to a cascading position.

Copying or Moving Files



6 File Conflicts

Which files do you want to keep?

If you select both versions, the copied file will have a number added to its name.

☐ Files from Mother's Artwork Backup ☑ Files already in My Pictures

DSC_3094.jpg
☐ 1/10/2009 8:48 AM 2.57 MB ☑ 1/10/2009 8:48 AM 2.57 MB

DSC_3095.jpg
☐ 1/10/2009 8:48 AM 2.75 MB ☑ 1/10/2009 8:48 AM 2.75 MB

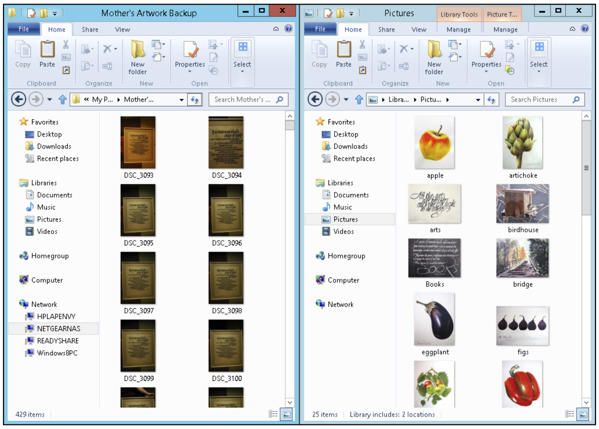
DSC_3096.jpg
☐ 1/10/2009 8:48 AM 2.76 MB ☑ 1/10/2009 8:48 AM 2.76 MB

DSC_3097.jpg
☐ 1/10/2009 8:48 AM ☑ 1/10/2009 8:48 AM

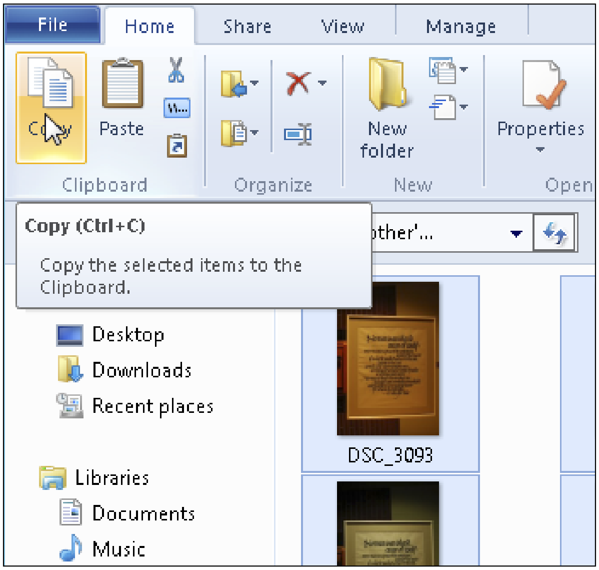
☐ Skip 6 files with the same date and size

Continue
Cancel

The basic process of copying and moving files in Windows 8 is the same as it was in previous versions of Windows. But Windows now offers better feedback in the dialog box that appears during a file copy or move, especially when copying or moving large files or multiple files in one shot. Windows 8 also combines the various dialog boxes that used to appear when you copy or move one group of files after another. Now just one dialog box appears for all the files being copied or moved. Windows 8 also displays an improved dialog box that appears when you try to copy or move a file that already exists in the destination. This task explores how to copy or move files in File Explorer.


Mother's Artwork Backup
Pictures
File
Home
Share
View
Manage
Copy
Paste
New folder
Properties
Select
Clipboard
Organize
New
Open
Favorites
Desktop
Downloads
Recent places
Libraries
Documents
Music
Pictures
Videos
Homegroup
Computer
Network
HPLAPENVY
NETGEARNAS
READYSHARE
Windows8PC
DSC_3093
DSC_3094
DSC_3095
DSC_3096
DSC_3097
DSC_3098
DSC_3099
DSC_3100
apple
artichoke
arts
birdhouse
Books
bridge
eggplant
figs
429 items
25 items
Library includes: 2 locations

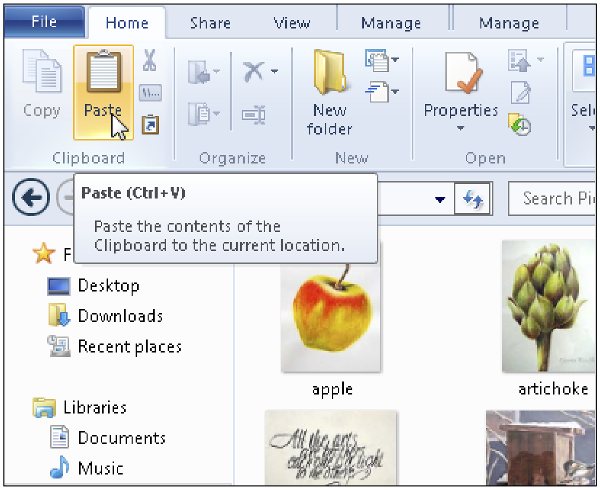
1 Open File Explorer: Open two instances of File Explorer and display them side by side (see previous task on how to do this). Select your source folder with files that you want to copy in one instance and your destination folder in the other instance.


File
Home
Share
View
Manage
Copy
Paste
New folder
Properties
Clipboard
Organize
New
Open
Desktop
Downloads
Recent places
Libraries
Documents
Music
DSC_3093

Copy (Ctrl+C)

Copy the selected items to the Clipboard.

2 **Copy multiple files:** Select multiple files to copy from the source folder. Click the Copy button on the Ribbon, or press Ctrl+C.

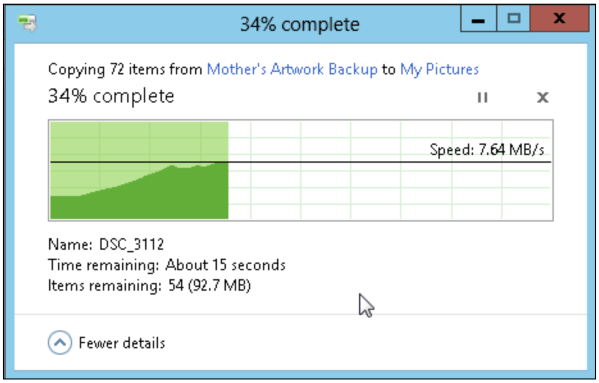

File
Home
Share
View
Manage
Manage
Copy
Paste
New folder
Properties
Clipboard
Organize
New
Open
Search Pi
Desktop
Downloads
Recent places
Libraries
Documents
Music
apple
artichoke

Paste (Ctrl+V)

Paste the contents of the Clipboard to the current location.

3 **Paste files:** Move to the destination folder in the other instance of File Explorer. Click the Paste button or press Ctrl+V.

tip The overall process and dialog boxes are the same whether you are copying or moving files.



34% complete

Copying 72 items from Mother's Artwork Backup to My Pictures

34% complete

Speed: 7.64 MB/s

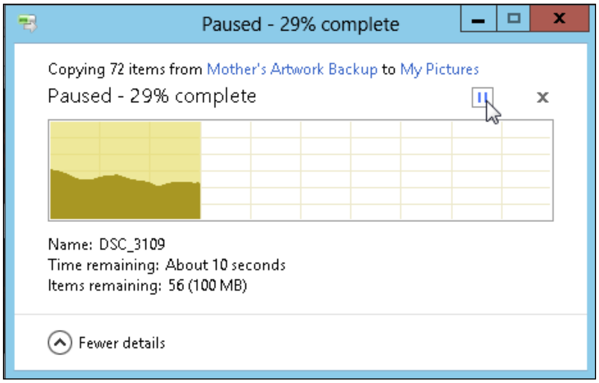
Name: DSC_3112

Time remaining: About 15 seconds

Items remaining: 54 (92.7 MB)

Fewer details

4 **View the dialog box:** A dialog box appears displaying the speed and status of the file copy.



Paused - 29% complete

Copying 72 items from Mother's Artwork Backup to My Pictures

Paused - 29% complete

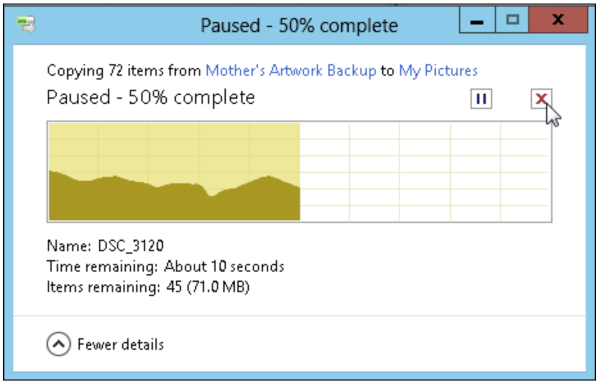
Name: DSC_3109

Time remaining: About 10 seconds

Items remaining: 56 (100 MB)

Fewer details

5 **Pause the copy:** Click the Pause button in the dialog box to pause the copy process. Click the Pause button again to resume the file copy.

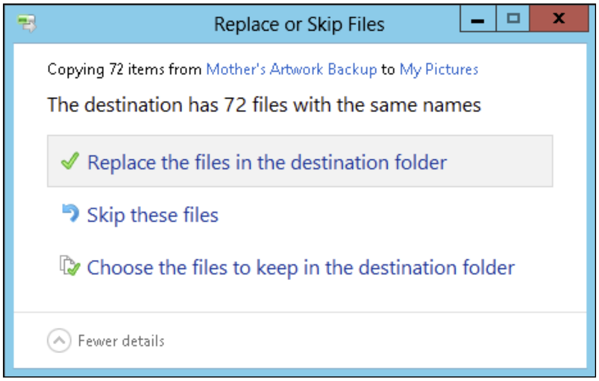

Paused - 50% complete
Fewer details

Copying 72 items from Mother's Artwork Backup to My Pictures

Paused - 50% complete

Name: DSC_3120
Time remaining: About 10 seconds
Items remaining: 45 (71.0 MB)

6 Cancel the copy: Click the X to cancel the file copy.


Replace or Skip Files
Fewer details

Copying 72 items from Mother's Artwork Backup to My Pictures

The destination has 72 files with the same names

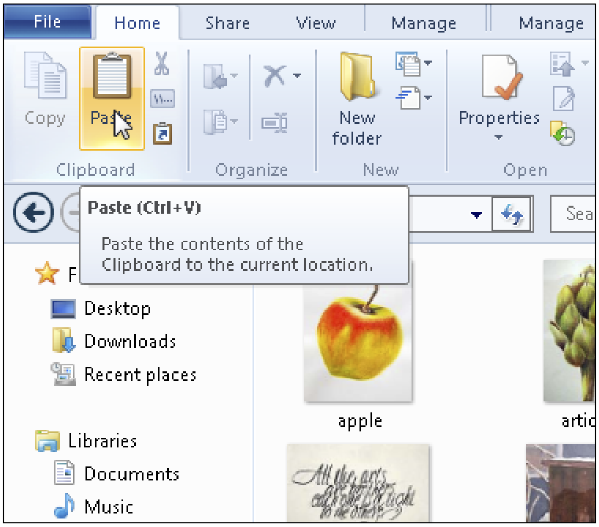
✓ Replace the files in the destination folder

Skip these files

Choose the files to keep in the destination folder

8 Replace or skip all files: The Replace or Skip Files dialog box appears that offers three choices: Replace the files in the destination folder, Skip these files, or Choose the files to keep in the destination folder. The first option replaces all the files in the destination with the source files; the second option leaves the destination files alone.

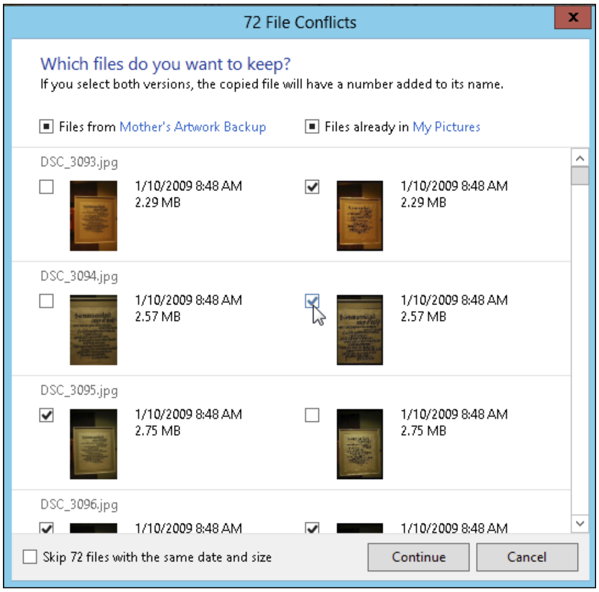
tip You can also select the check box at the bottom of the File Conflicts dialog box to skip all files with the same date and size.


File
Home
Share
View
Manage
Manage
Copy
Paste
New folder
Properties
Clipboard
Organize
New
Open
Desktop
Downloads
Recent places
Libraries
Documents
Music
apple
artic

Paste (Ctrl+V)

Paste the contents of the Clipboard to the current location.

7 Copy or move files that already exist: If you try to copy or move a file that already exists in the destination folder, a new Replace or Skip Files dialog box appears to help you make the right choice. Select the same files that you copied in the earlier step in the source folder. Click the Copy button. Move to the destination folder in the other instance of File Explorer. Click the Paste button.


72 File Conflicts
Continue
Cancel

Which files do you want to keep?

If you select both versions, the copied file will have a number added to its name.

▣ Files from Mother's Artwork Backup ▣ Files already in My Pictures

DSC_3093.jpg
☐ 1/10/2009 8:48 AM 2.29 MB ☑ 1/10/2009 8:48 AM 2.29 MB

DSC_3094.jpg
☐ 1/10/2009 8:48 AM 2.57 MB ☑ 1/10/2009 8:48 AM 2.57 MB

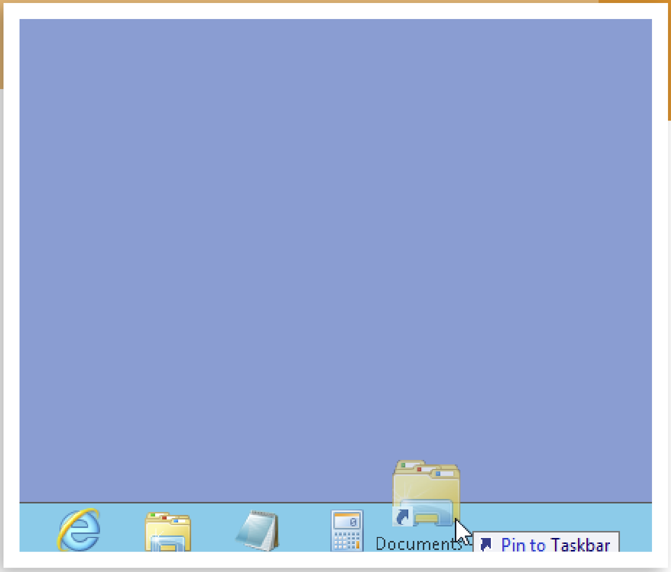
DSC_3095.jpg
☑ 1/10/2009 8:48 AM 2.75 MB ☐ 1/10/2009 8:48 AM 2.75 MB

DSC_3096.jpg
☑ 1/10/2009 8:48 AM ☑ 1/10/2009 8:48 AM

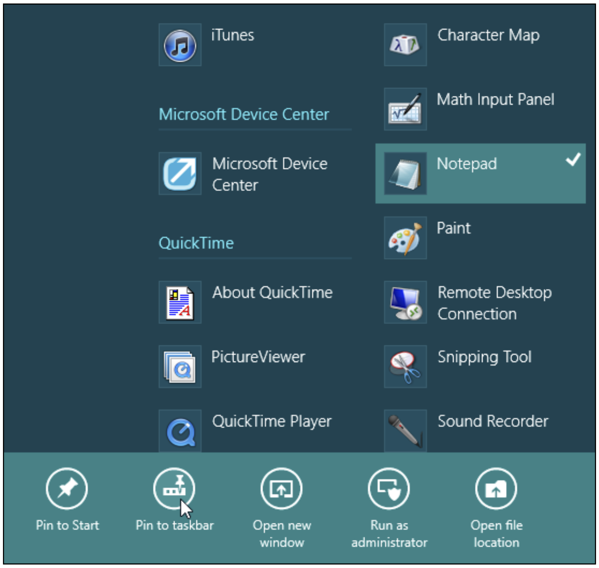
☐ Skip 72 files with the same date and size

9 Replace or skip files selectively: The third option displays the source and destination files and asks which ones you want to keep. You can select all files from the source or destination by selecting the check box above the file list; or you can select the check box for each individual file. If you select both the source and destination version, Windows adds a number to the copied file.

Customizing the Taskbar

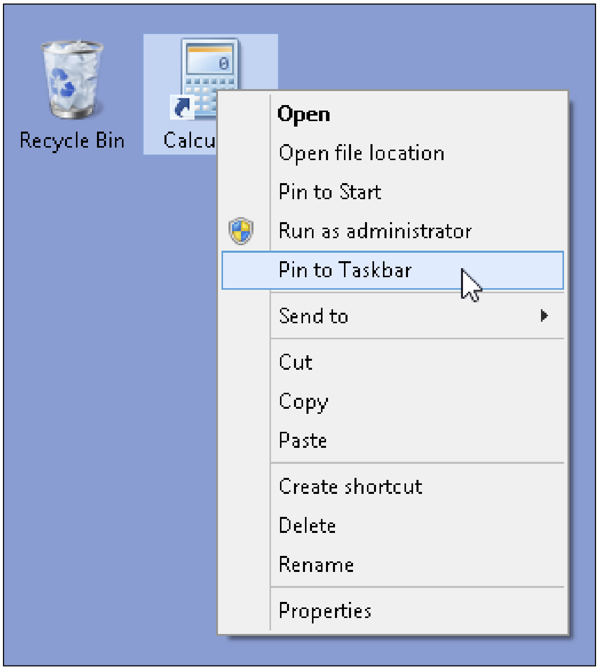

Documents
Pin to Taskbar

The taskbar in Windows 8 starts off displaying icons for just two programs — Internet Explorer and File Explorer. Because the Windows 8 desktop does not offer the traditional Start menu, you may want to rely more heavily on the taskbar to provide access to your most frequently used applications. Just as you could in previous versions of Windows, you can customize the Windows 8 taskbar by adding icons and shortcuts for applications and folders. You can pin applications from the Start screen or Apps screen. You can also pin applications and folders from the desktop or from File Explorer. This task explains how to pin icons to the taskbar.

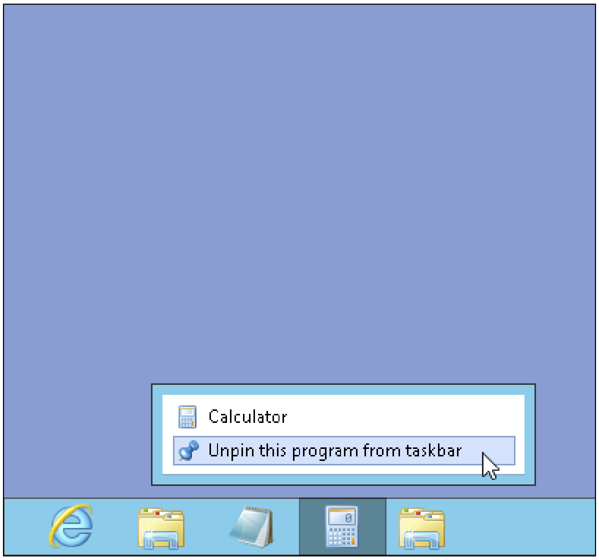

iTunes
Character Map
Microsoft Device Center
Math Input Panel
Microsoft Device Center
Notepad
QuickTime
Paint
About QuickTime
Remote Desktop Connection
PictureViewer
Snipping Tool
QuickTime Player
Sound Recorder
Pin to Start
Pin to taskbar
Open new window
Run as administrator
Open file location

1 Pin app from Apps screen to taskbar: Open the Apps screen from the Start screen by right-clicking your mouse and clicking the All Apps button on the app bar. Right-click a desktop application that you want to pin to the taskbar. Click the Pin to taskbar button on the app bar. Open the desktop by holding down the Windows key and pressing D. The application's icon appears on the taskbar.

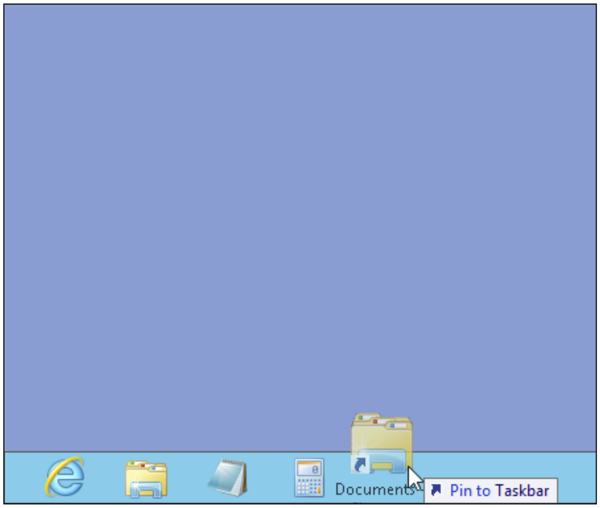
tip If you do not see the Pin to taskbar button, then the app is a desktop app, which you cannot pin to the taskbar.


Recycle Bin
Calcu
Open
Open file location
Pin to Start
Run as administrator
Pin to Taskbar
Send to
Cut
Copy
Paste
Create shortcut
Delete
Rename
Properties

2 Pin app from desktop to taskbar: This step assumes that you have already added some shortcuts for certain desktop applications to your desktop. You can pin those desktop application shortcuts to the taskbar. Open File Explorer. Right-click a desktop shortcut and choose Pin to Taskbar from the pop-up menu. The application's icon appears on the taskbar.


Calculator
Unpin this program from taskbar

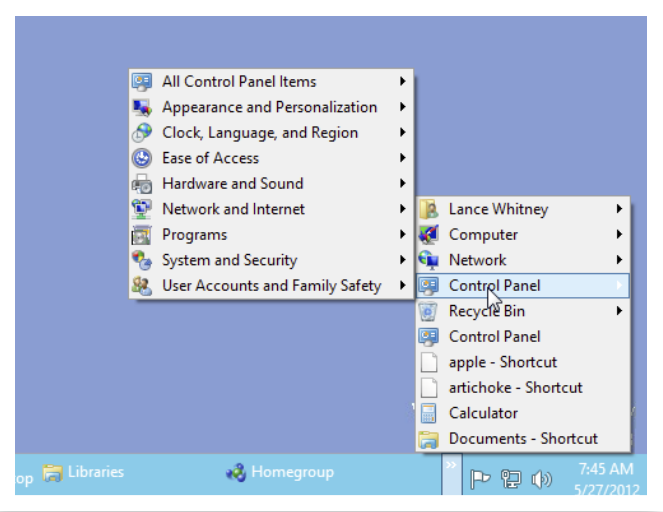
4 Unpin app from taskbar: Right-click the app's taskbar icon and choose Unpin this program from taskbar from the pop-up menu.


Documents
Pin to Taskbar

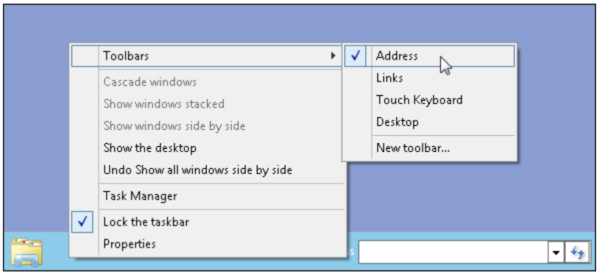
3 Pin folder to taskbar: Open File Explorer. Select a folder, such as Documents, and drag it to your desktop. Right-click the folder's shortcut and choose Properties from the pop-up menu. In front of the path displayed in the target field, type the word "explorer." Click OK. Drag the folder to the taskbar until a Pin to Taskbar message appears. Release the mouse button. A copy of the folder appears on the taskbar.

tip You can right-click a taskbar icon to access its jump list of frequently used and pinned files and features.

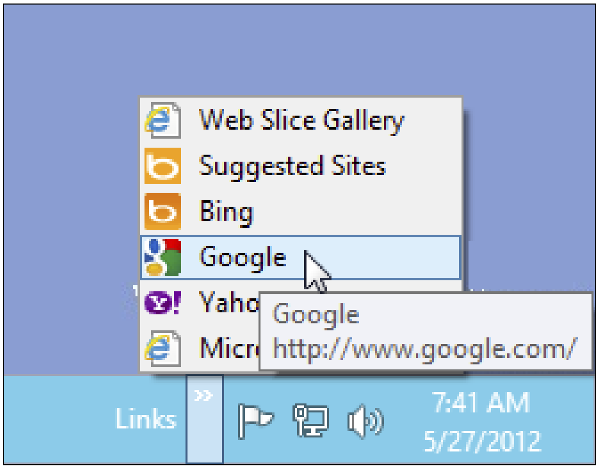
Adding a Taskbar Toolbar


All Control Panel Items
Appearance and Personalization
Clock, Language, and Region
Ease of Access
Hardware and Sound
Network and Internet
Programs
System and Security
User Accounts and Family Safety
Lance Whitney
Computer
Network
Control Panel
Recycle Bin
Control Panel
apple - Shortcut
artichoke - Shortcut
Calculator
Documents - Shortcut
op
Libraries
Homegroup
7:45 AM
5/27/2012

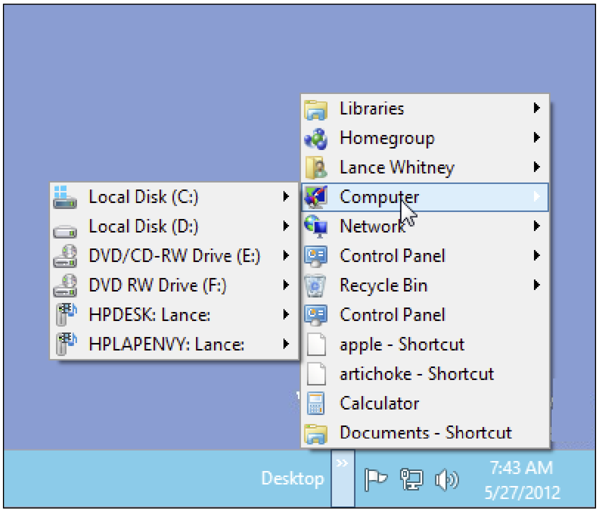
One way to set up access to different applications, folders, and files is by adding a toolbar to the Windows desktop taskbar. Windows 8 offers four toolbars that you can add — an Address toolbar, a Links toolbar, a Touch Keyboard toolbar, and a desktop toolbar. The Address toolbar lets you directly enter and access website addresses without having to open your web browser. The Links toolbar offers access to all of your Internet Explorer favorites. The Touch Keyboard toolbar displays an on-screen Touch Keyboard, which can be useful if you need to input characters from a different language. And the desktop toolbar offers access to all of your desktop icons as well as folders for other content. This task explains how to add a taskbar toolbar.


Toolbars
Cascade windows
Show windows stacked
Show windows side by side
Show the desktop
Undo Show all windows side by side
Task Manager
✓ Lock the taskbar
Properties
✓ Address
Links
Touch Keyboard
Desktop
New toolbar...

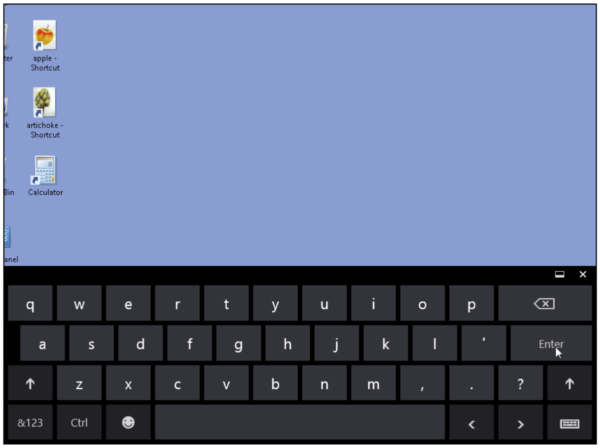
1 **Add an Address toolbar:** Right-click the taskbar. In the pop-up menu that appears, click Toolbars and then click Address. A new toolbar that lets you type an Internet address appears. Typing an address for a website opens the site in the desktop version of Internet Explorer.


Web Slice Gallery
Suggested Sites
Bing
Google
Yaho
Micr
Google
http://www.google.com/
Links
7:41 AM
5/27/2012

2 Add a Links toolbar: Right-click the taskbar. In the pop-up menu, click Toolbars and then Links. A new toolbar named Links appears. Click the double right arrow next to the word Links to see a list of all your Internet Explorer favorites. Unlock the taskbar. You can now also expand the Links toolbar by dragging the dotted separator bar in front of the word Links. Dragging the bar to the left displays the icons for your IE favorites.


Libraries
Homegroup
Lance Whitney
Computer
Network
Control Panel
Recycle Bin
Control Panel
apple - Shortcut
artichoke - Shortcut
Calculator
Documents - Shortcut
Local Disk (C:)
Local Disk (D:)
DVD/CD-RW Drive (E:)
DVD RW Drive (F:)
HPDESK: Lance:
HPLAPENVY: Lance:
Desktop
7:43 AM
5/27/2012

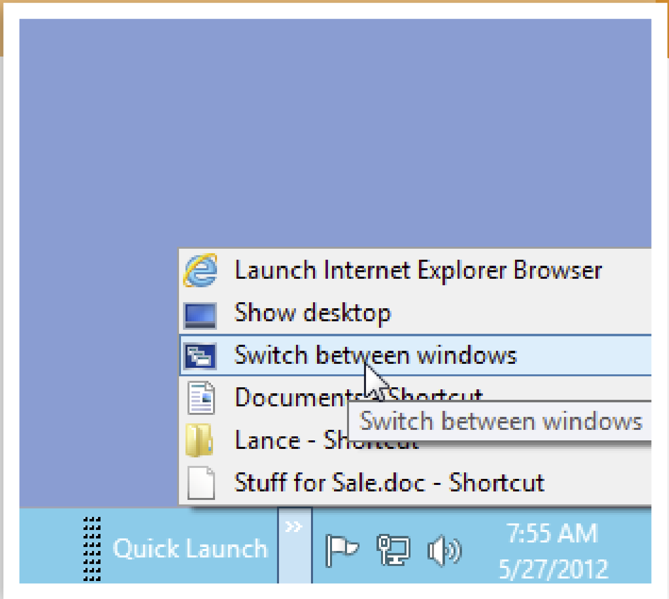
4 Add a desktop toolbar: Right-click the taskbar. In the pop-up menu, click Toolbars and then Desktop. A new desktop toolbar appears. Click the double right arrow next to the word Desktop to see a list of all desktop icons and folders. You can also expand the desktop toolbar by dragging the dotted separator bar in front of the word desktop. Dragging the bar to the left displays the icons for the individual folders.


apple - Shortcut
artichoke - Shortcut
Calculator
q w e r t y u i o p
a s d f g h j k l '
Enter
z x c v b n m , . ?
&123
Ctrl

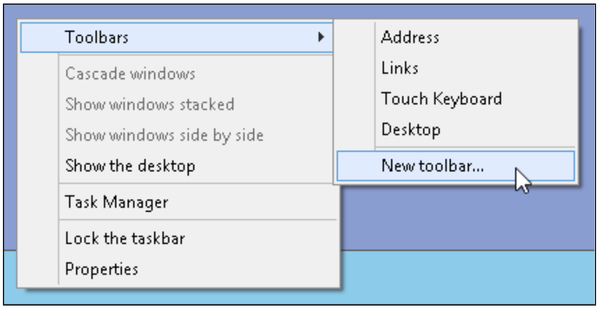
3 Add a Touch Keyboard toolbar: Right-click the taskbar. In the pop-up menu, click Toolbars and then Touch Keyboard. A keyboard icon appears on the taskbar. Click the icon to display the keyboard on your desktop.

tip You can add multiple toolbars to your taskbar and drag the dotted separator bar to control the size of each one.

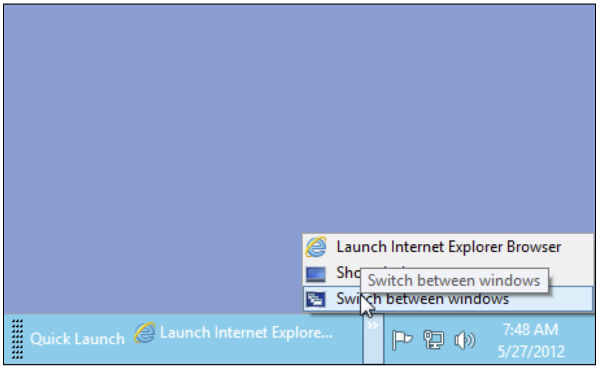
Re-creating the Quick Launch Toolbar


Launch Internet Explorer Browser
Show desktop
Switch between windows
Documents - Shortcut
Switch between windows
Lance - Shortcut
Stuff for Sale.doc - Shortcut
Quick Launch
7:55 AM
5/27/2012

Versions of Windows prior to Windows 7 offered a Quick Launch toolbar that provided access to certain applications, folders, files, and other features. The toolbar was displayed on the taskbar to enable the quick and easy launch of those features. The Windows 8 taskbar does not offer direct access to the Quick Launch toolbar. But you can re-create this toolbar and add shortcuts to the Quick Launch folder for your most frequently used applications and files. By default, the Quick Launch toolbar displays shortcuts for Internet Explorer, Show desktop, and Switch between windows, but you can add more. This task explains how to re-create the Quick Launch toolbar and add shortcuts to it by populating the Quick Launch folder.

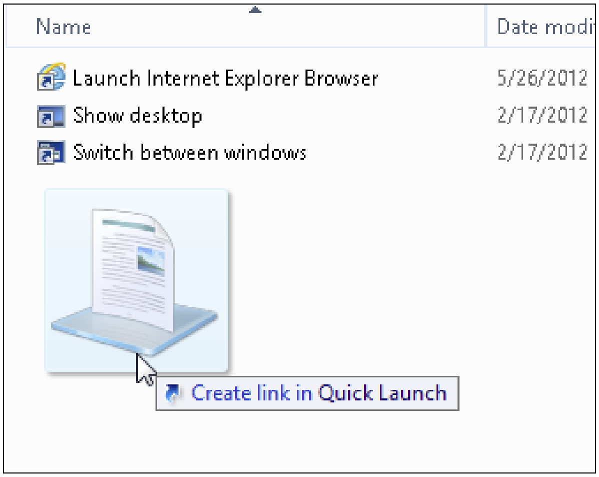

Toolbars
Cascade windows
Show windows stacked
Show windows side by side
Show the desktop
Task Manager
Lock the taskbar
Properties
Address
Links
Touch Keyboard
Desktop
New toolbar...

1 Right-click the taskbar: In the pop-up menu, choose Toolbars → New toolbar. From the File Explorer window, type **%appdata%\Microsoft\Internet Explorer\Quick Launch** and then click Select Folder. The Quick Launch toolbar appears on the taskbar.

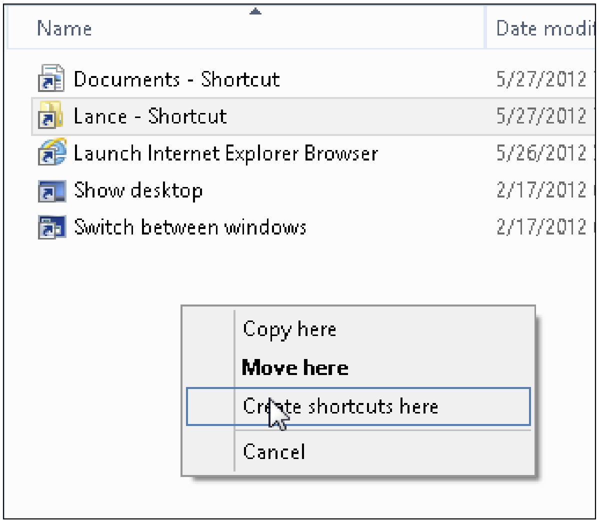

Launch Internet Explorer Browser
Sho
Switch between windows
Switch between windows
Quick Launch
Launch Internet Explore...
7:48 AM
5/27/2012

2 View the Quick Launch icons: Click the double arrow next to the Quick Launch toolbar. Shortcuts for Internet Explorer, Show desktop, and Switch between windows appear. You can also expand the toolbar by dragging the dotted separator bar in front of the words Quick Launch. Make sure the taskbar is unlocked first.

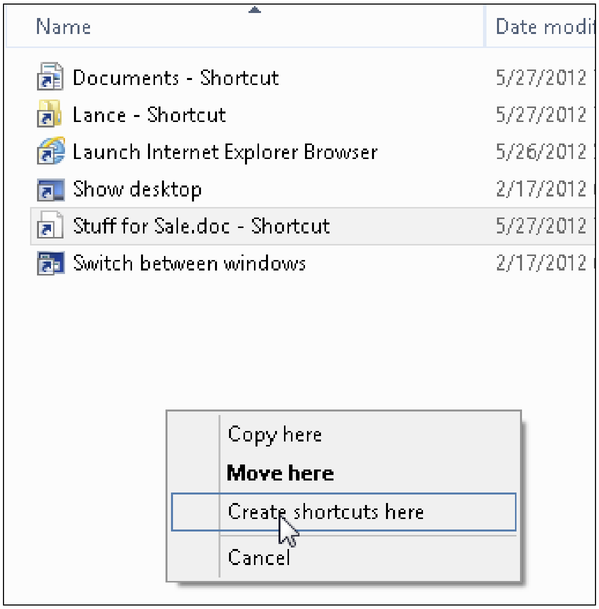
tip Dragging a folder or file with your right mouse button to its destination always displays a pop-up menu that contains options for copying, moving, or creating a shortcut to the file.


Name
Date modi
Launch Internet Explorer Browser
5/26/2012
Show desktop
2/17/2012
Switch between windows
2/17/2012
Create link in Quick Launch

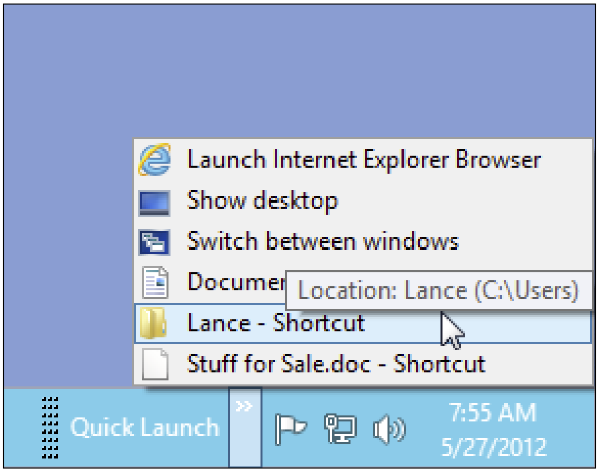
3 Add more shortcuts to Quick Launch: By populating the Quick Launch folder, you can add shortcuts to the Quick Launch toolbar for any applications or folders you want. Open File Explorer. Type **%appdata%\Microsoft\Internet Explorer\Quick Launch** in the address bar. Shortcuts for Internet Explorer, Show desktop, and Switch between windows appear. Open a second instance of File Explorer and look for any folder that you want to add to the Quick Launch folder. Drag that folder to the Quick Launch folder. When the Create link in Quick Launch message appears, release your mouse button.


Name
Date modi
Documents - Shortcut
5/27/2012
Lance - Shortcut
5/27/2012
Launch Internet Explorer Browser
5/26/2012
Show desktop
2/17/2012
Switch between windows
2/17/2012
Copy here
Move here
Create shortcuts here
Cancel

4 Add folders directly to Quick Launch: You can add other folders stored on your hard drive to the Quick Launch folder. For example, you can add your Users folder to the Quick Launch folder. Move to your hard drive in the second instance of File Explorer. Open the Users folder. You should see a folder with your name. Right-click that folder and drag it to the Quick Launch folder. Release your mouse button. In the drop-down menu that appears, click Create shortcut here.


Name
Date modi
Documents - Shortcut 5/27/2012
Lance - Shortcut 5/27/2012
Launch Internet Explorer Browser 5/26/2012
Show desktop 2/17/2012
Stuff for Sale.doc - Shortcut 5/27/2012
Switch between windows 2/17/2012
Copy here
Move here
Create shortcuts here
Cancel

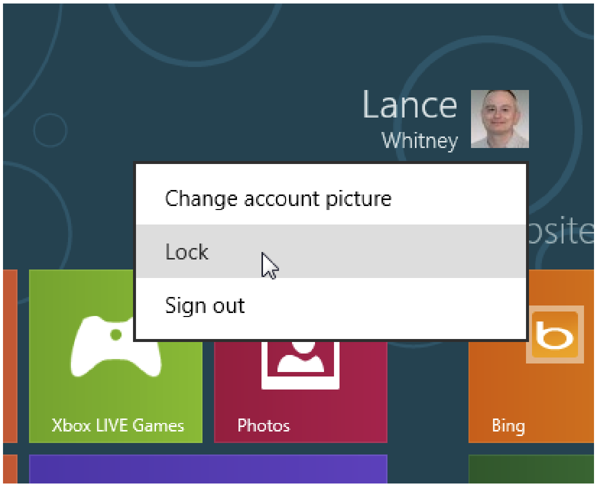
5 Add files directly to Quick Launch: You can add specific files, such as one of your documents, to the Quick Launch folder. Open the Documents folder under Libraries in the second instance of File Explorer. Right-click a specific document and drag it to the Quick Launch folder. Release your mouse button. In the pop-up menu that appears click Create shortcut here.


Launch Internet Explorer Browser
Show desktop
Switch between windows
Documer
Location: Lance (C:\Users)
Lance - Shortcut
Stuff for Sale.doc - Shortcut
Quick Launch
7:55 AM
5/27/2012

6 View Quick Launch toolbar: Click the double arrow next to the Quick Launch toolbar to view the new folders and shortcuts that you just added.

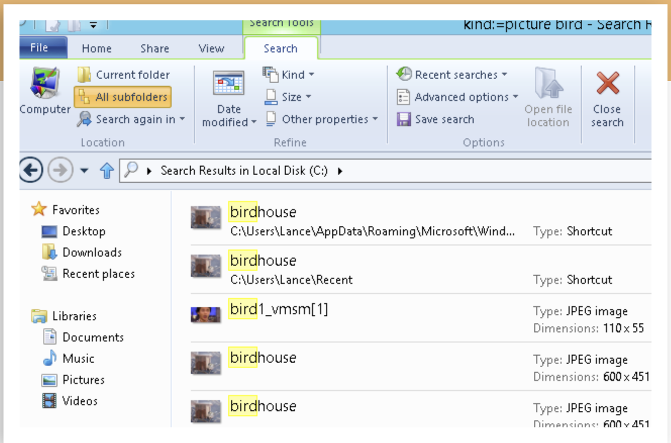
Quick Fix

Locking Windows


Lance
Whitney
Change account picture
Lock
Sign out
Xbox LIVE Games
Photos
Bing

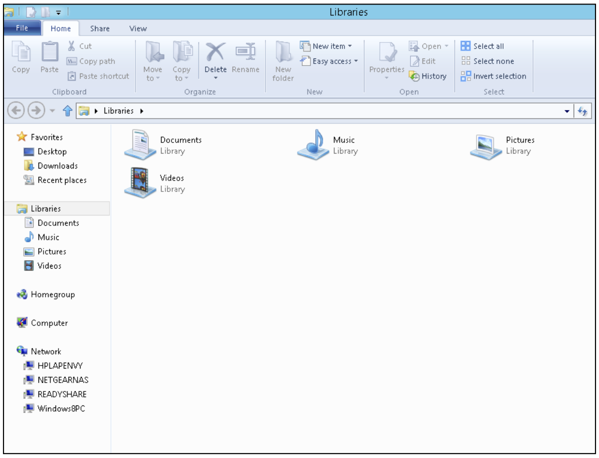
You can return to the Windows 8 Lock screen to prevent someone else from using your computer by locking it. Click your profile picture in the upper-right corner of the Start screen and select Lock from the pop-up menu, or just hold down the Windows key and press L.

Searching for Items in File Explorer

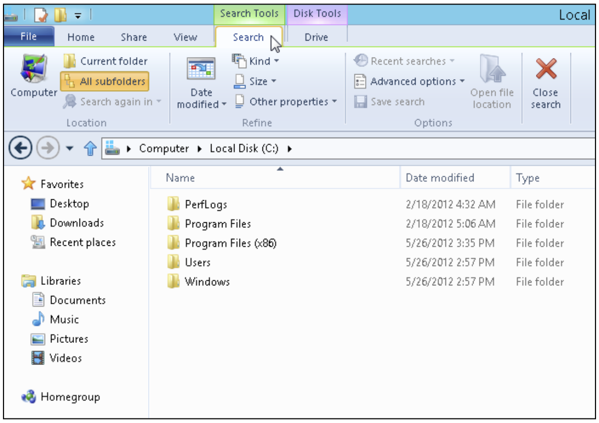

Search Tools
kind:=picture bird - Search R
File
Home
Share
View
Search
Computer
Current folder
All subfolders
Search again in
Location
Date modified
Kind
Size
Other properties
Refine
Recent searches
Advanced options
Save search
Open file location
Close search
Options
Search Results in Local Disk (C:)
Favorites
Desktop
Downloads
Recent places
Libraries
Documents
Music
Pictures
Videos

birdhouse	C:\Users\Lance\AppData\Roaming\Microsoft\Wind...	Type: Shortcut
birdhouse	C:\Users\Lance\Recent	Type: Shortcut
bird1_vmsm[1]		Type: JPEG image Dimensions: 110 x 55
birdhouse		Type: JPEG image Dimensions: 600 x 451
birdhouse		Type: JPEG image Dimensions: 600 x 451

Windows 8 offers a new Search feature accessible from the Windows 8 environment, but you can still search for folders, files, and other content using the traditional desktop via File Explorer. Using File Explorer provides more options than does the Windows 8 search feature. As always, you can search for folders and files throughout your hard drive or other locations. You can search the contents of files to find specific documents. You can also set a variety of parameters to filter the search. The Windows 8 version of File Explorer offers a new Ribbon menu called Search specifically to help you find items. This task explains how to search for items in File Explorer.

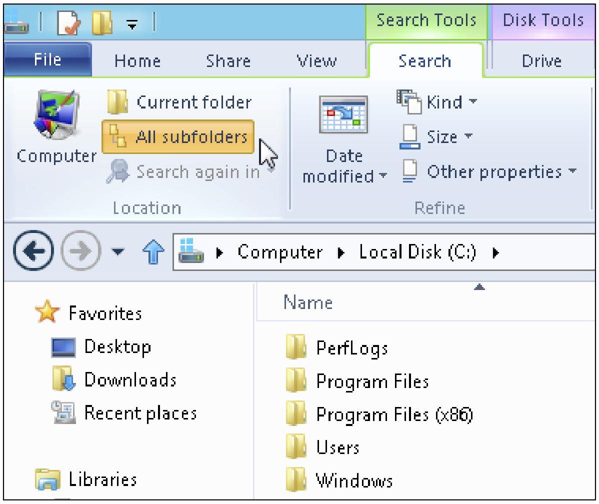

Libraries
File
Home
Share
View
Copy
Paste
Cut
Copy path
Paste shortcut
Clipboard
Move to
Copy to
Delete
Rename
Organize
New folder
New item
Easy access
New
Properties
Open
Edit
History
Open
Select all
Select none
Invert selection
Select
Libraries
Favorites
Desktop
Downloads
Recent places
Libraries
Documents
Music
Pictures
Videos
Homegroup
Computer
Network
HPLAPENVY
NETGEARNAS
READYSHARE
Windows8PC
Documents
Library
Music
Library
Pictures
Library
Videos
Library

1 Launch File Explorer: Open the desktop and launch File Explorer full screen.

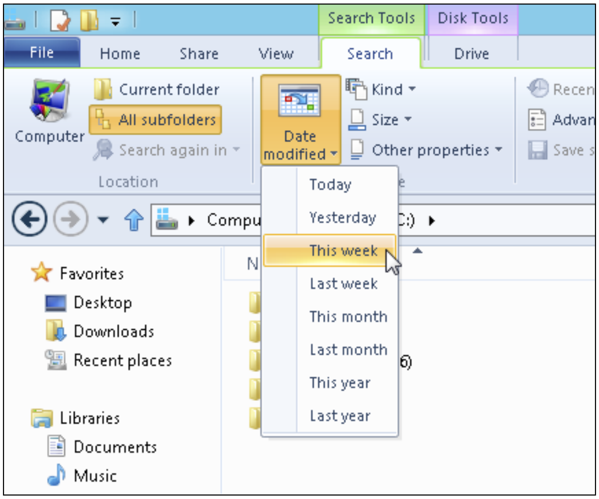

Search Tools
Disk Tools
Local
File
Home
Share
View
Search
Drive
Computer
Current folder
All subfolders
Search again in
Location
Date modified
Kind
Size
Other properties
Refine
Recent searches
Advanced options
Save search
Open file location
Close search
Options
Computer
Local Disk (C:)
Favorites
Desktop
Downloads
Recent places
Libraries
Documents
Music
Pictures
Videos
Homegroup

Name	Date modified	Type
PerfLogs	2/18/2012 4:32 AM	File folder
Program Files	2/18/2012 5:06 AM	File folder
Program Files (x86)	5/26/2012 3:35 PM	File folder
Users	5/26/2012 2:57 PM	File folder
Windows	5/26/2012 2:57 PM	File folder

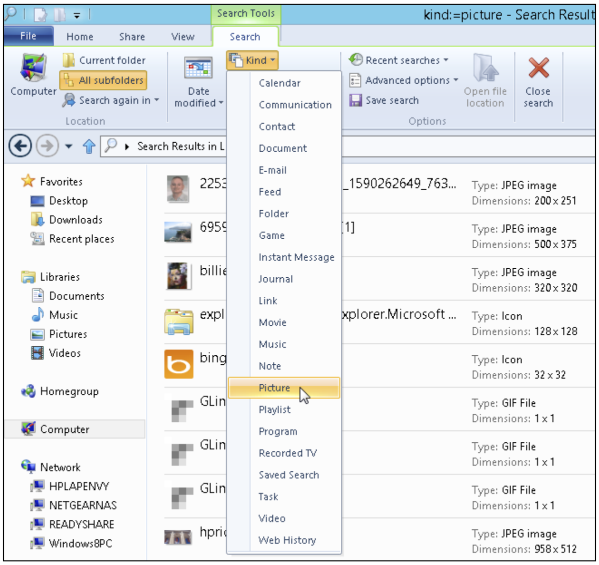
2 Access the Search menu: Double-click your hard drive. Click in the search field to the right of the address bar. A Search menu appears from the Ribbon.


Search Tools
Disk Tools
File
Home
Share
View
Search
Drive
Computer
Current folder
All subfolders
Search again in
Location
Date modified
Kind
Size
Other properties
Refine
Computer ▸ Local Disk (C:) ▸
Favorites
Desktop
Downloads
Recent places
Libraries
Name
PerfLogs
Program Files
Program Files (x86)
Users
Windows

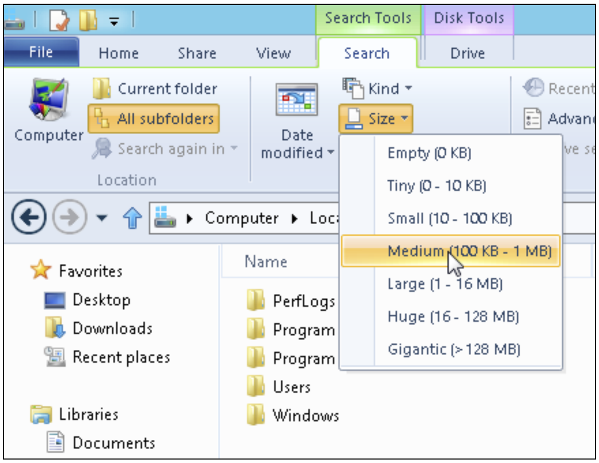
3 Choose the location: Click the Computer button on the Search toolbar if you want to search your entire computer. Click the Current folder icon on the toolbar if you want to search just your current folder. Otherwise, leave the setting at All subfolders if you want to search your current folder and all subfolders.


Search Tools
Disk Tools
Date modified
Today
Yesterday
This week
Last week
This month
Last month
This year
Last year

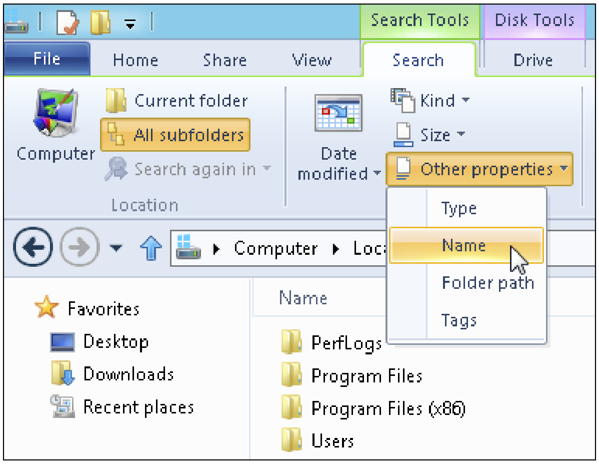
4 Choose the date: Click the Date modified button if you want to filter the results by a specific date range, such as today, yesterday, or this week. The results display according to the date you specify.


kind:=picture - Search Results
Kind
Calendar
Communication
Contact
Document
E-mail
Feed
Folder
Game
Instant Message
Journal
Link
Movie
Music
Note
Picture
Playlist
Program
Recorded TV
Saved Search
Task
Video
Web History
Recent searches
Advanced options
Save search
Open file location
Close search
Options

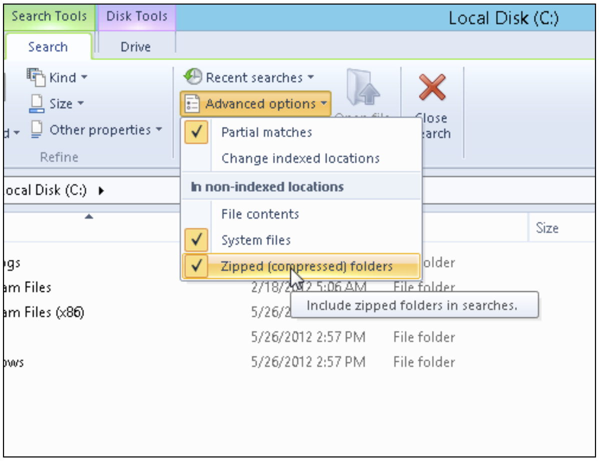
5 Choose the kind of file: Click the Kind button to specify a file type, such as document, e-mail, folder, music, picture, or video. The results display according to the kind of file you specify.


Size
Empty (0 KB)
Tiny (0 - 10 KB)
Small (10 - 100 KB)
Medium (100 KB - 1 MB)
Large (1 - 16 MB)
Huge (16 - 128 MB)
Gigantic (> 128 MB)

6 Choose the size: Click the Size button to specify a size for the file. The results display according to the size you specify.

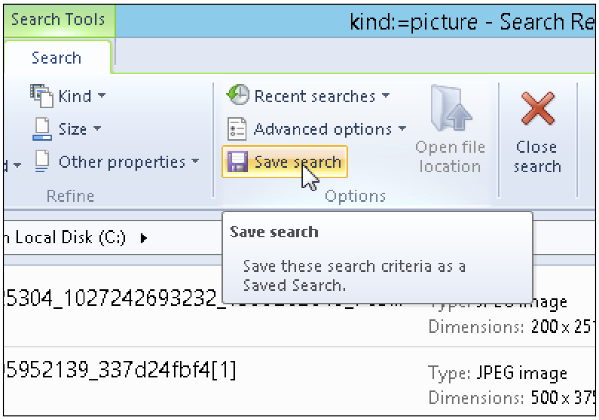

Search Tools
Disk Tools
File
Home
Share
View
Search
Drive
Computer
Current folder
All subfolders
Search again in
Location
Date modified
Kind
Size
Other properties
Type
Name
Folder path
Tags
Computer
Favorites
Desktop
Downloads
Recent places
Name
PerfLogs
Program Files
Program Files (x86)
Users

7 Choose other properties: Click the Other properties button to select a type, name, folder path, or tag for the file. The results display according to properties you specify.


Search Tools
Disk Tools
Local Disk (C:)
Search
Drive
Kind
Size
Other properties
Refine
Recent searches
Advanced options
Close search
Partial matches
Change indexed locations
In non-indexed locations
File contents
System files
Zipped (compressed) folders
Size
File folder

Include zipped folders in searches.

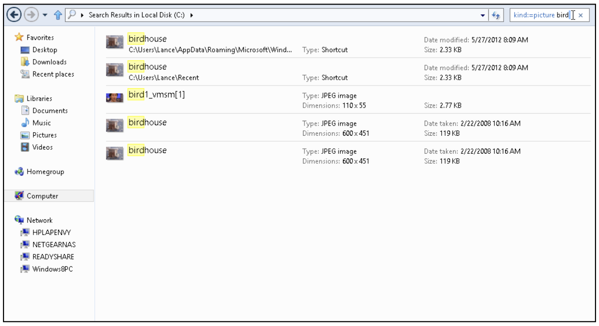
8 Choose Advanced options: Click the Advanced options button to enable or disable partial matches and to change which locations on your hard drive are indexed by Windows. You can also choose to search the contents of system files and zipped files.


Search Tools
kind:=picture - Search Re
Search
Kind
Size
Other properties
Refine
Recent searches
Advanced options
Save search
Options
Open file location
Close search
Local Disk (C:)
Type: JPEG image
Dimensions: 500 x 37

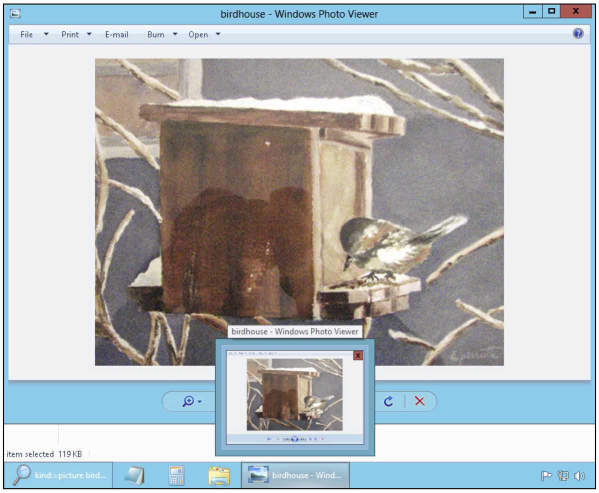
Save search

Save these search criteria as a Saved Search.

9 Save your search: After you have set all the parameters, you can save your search by clicking the Save search button.


Search Results in Local Disk (C:)
kind:=picture bird
Favorites
Desktop
Downloads
Recent places
Libraries
Documents
Music
Pictures
Videos
Homegroup
Computer
Network
birdhouse
birdhouse
bird1_vmsm[1]
birdhouse
birdhouse
Type: Shortcut
Type: JPEG image

10 Type your search term: Type your search term in the search field after any parameters that appear. Windows searches for that term using the parameters you specify.

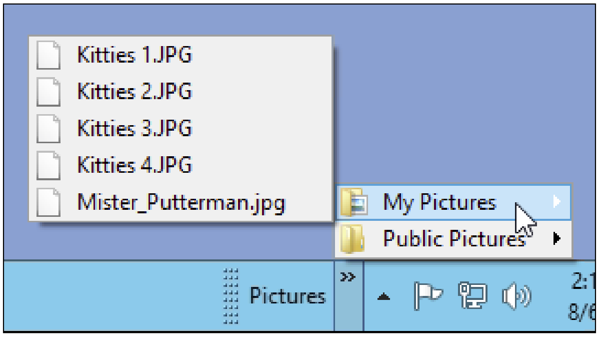

birdhouse - Windows Photo Viewer
File
Print
E-mail
Burn
Open
birdhouse - Windows Photo Viewer
item selected 119 KB
kind:=picture bird...
birdhouse - Wind...

11 Open the item: The search results appear in File Explorer. Double-click the folder or file that you want in order to open it.

tip Searching nonindexed files and contents will result in longer but more comprehensive searches.

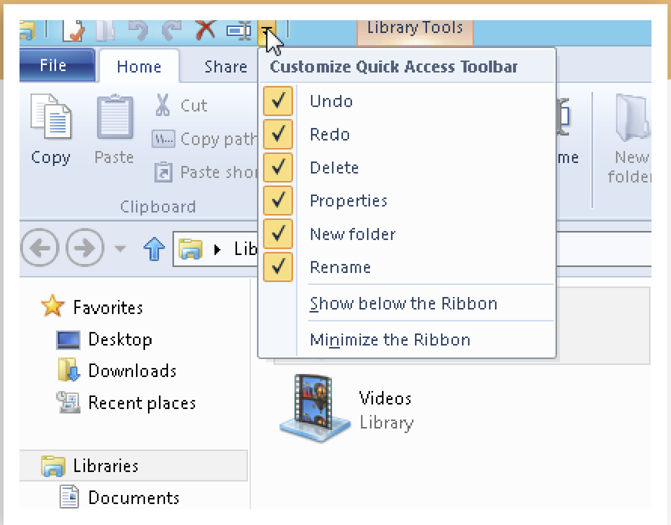
Quick Fix

Creating a New Taskbar Toolbar

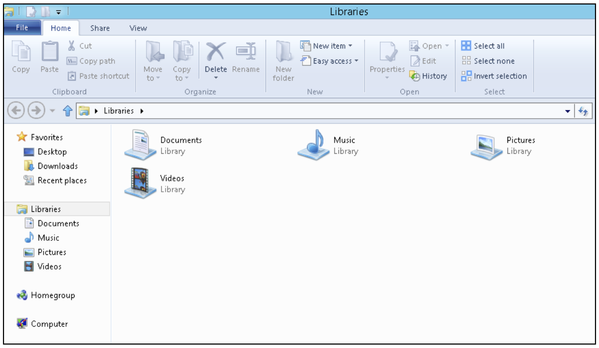

Kitties 1.JPG
Kitties 2.JPG
Kitties 3.JPG
Kitties 4.JPG
Mister_Putterman.jpg
My Pictures
Public Pictures
Pictures
»
2:1
8/6

Open File Explorer. Right-click the taskbar and then click Toolbars. Select the New toolbar option. From the File Explorer window, browse to a specific folder. For example, you can choose the Documents folder, the Music folder, or the Pictures folder. Click the Select folder button. A toolbar with the name of the folder appears on the taskbar. Click the double right arrow next to the name of the folder to see all of its subfolders and files.

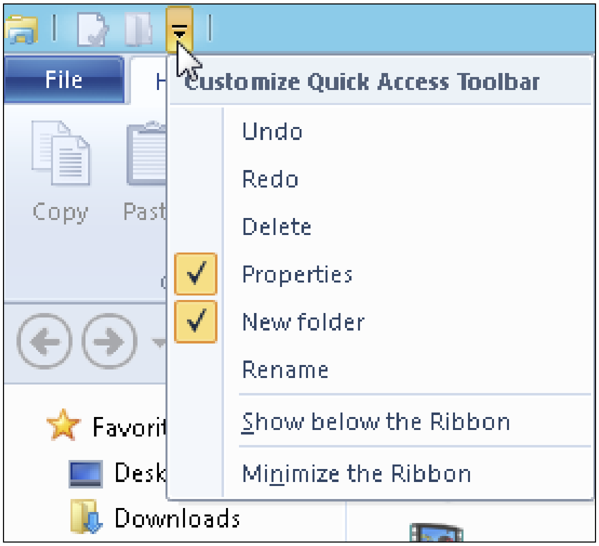
Customizing the Quick Access Toolbar


Library Tools
File
Home
Share
Customize Quick Access Toolbar
✓ Undo
✓ Redo
✓ Delete
✓ Properties
✓ New folder
✓ Rename
Show below the Ribbon
Minimize the Ribbon
Copy
Paste
Cut
Copy path
Paste shor
Clipboard
me
New folde
Lib
Favorites
Desktop
Downloads
Recent places
Libraries
Documents
Videos
Library

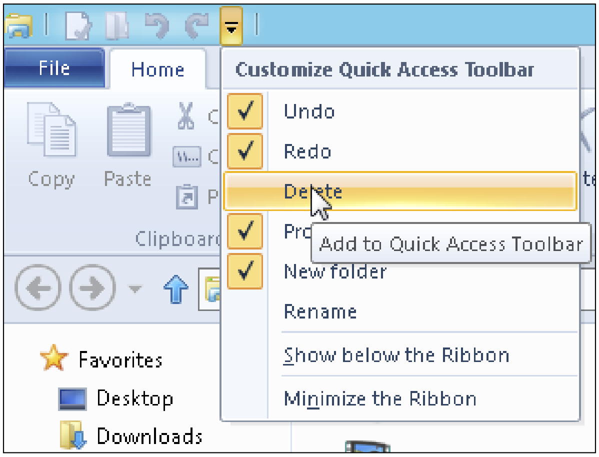
The new File Explorer in Windows 8 offers a Quick Access toolbar, the same type of toolbar found in Microsoft Office 2007 and 2010 applications, such as Word, Excel, and Outlook. This toolbar in File Explorer offers access to commonly used commands, including Undo, Redo, Delete, Properties, New folder, and Rename. You can customize this toolbar by choosing which commands to enable and disable. You can also add more commands to the toolbar from the File Explorer Ribbon, such as Cut, Copy, Paste, Email, Zip, Print, and Options. This task explains how to customize the Quick Access toolbar in File Explorer.


Libraries
File
Home
Share
View
Copy
Paste
Cut
Copy path
Paste shortcut
Clipboard
Move to
Copy to
Delete
Rename
Organize
New folder
New item
Easy access
New
Properties
Open
Edit
History
Open
Select all
Select none
Invert selection
Select
Libraries
Favorites
Desktop
Downloads
Recent places
Libraries
Documents
Music
Pictures
Videos
Homegroup
Computer
Documents
Library
Music
Library
Pictures
Library
Videos
Library

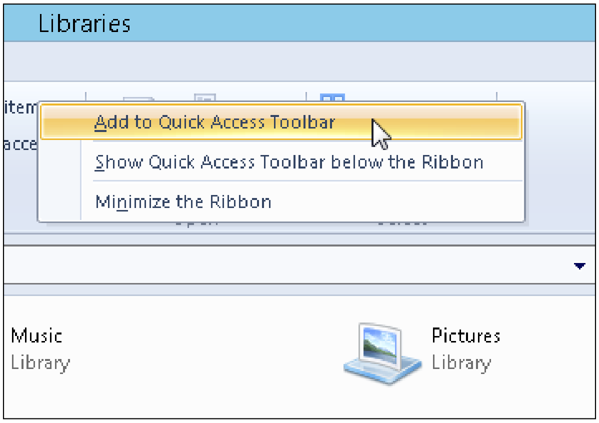
1 Open File Explorer: Open the Windows desktop and launch File Explorer from its toolbar icon.


File
Customize Quick Access Toolbar
Undo
Redo
Delete
✓ Properties
✓ New folder
Rename
Show below the Ribbon
Minimize the Ribbon
Copy
Past
Favorit
Desk
Downloads

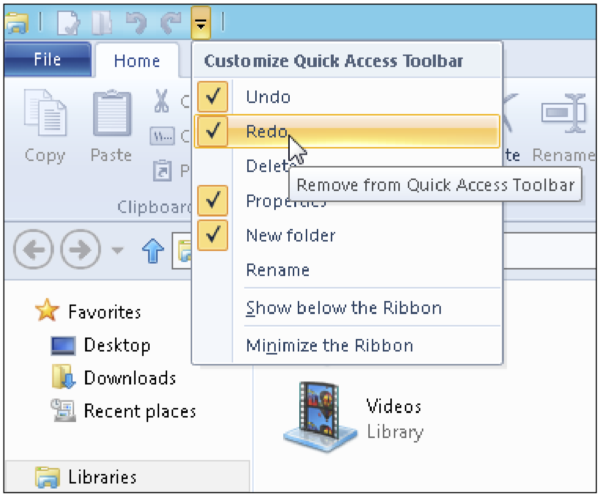
2 Access the Quick Access toolbar: Click the down arrow next to the Quick Access toolbar on the Title bar.


File
Home
Copy
Paste
Clipboard
Customize Quick Access Toolbar
Undo
Redo
Delete
Properties
Add to Quick Access Toolbar
New folder
Rename
Show below the Ribbon
Minimize the Ribbon
Favorites
Desktop
Downloads

3 Add or remove items: By default, the Properties and New folder options are enabled. You can disable either of those by clicking them, and enable other commands by clicking them. Each time you enable or disable a command, the Quick Access menu shuts down, so you will need to reopen it to customize it further.

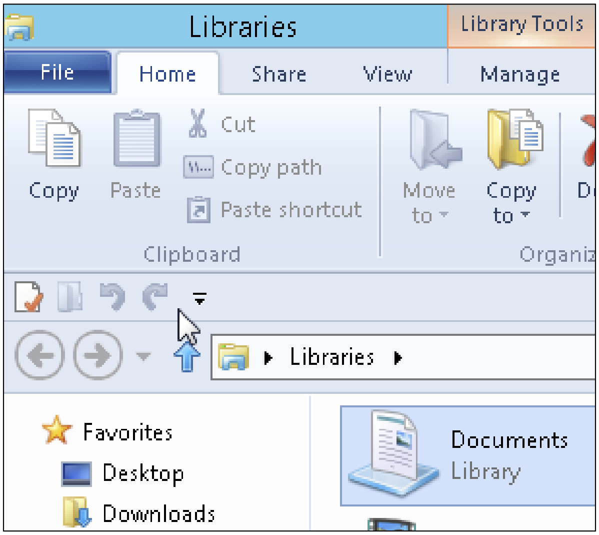

Libraries
Add to Quick Access Toolbar
Show Quick Access Toolbar below the Ribbon
Minimize the Ribbon
Music
Library
Pictures
Library

4 Add other commands to the toolbar: Right-click any command on the Ribbon. An Add to Quick Access Toolbar option appears. Click that option to add that command to the Ribbon. The Ribbon provides three menus — Home, Share, and View. You can add any command from any of those three menus to the Quick Access toolbar, even ones that are grayed out.


File
Home
Copy
Paste
Clipboard
Customize Quick Access Toolbar
Undo
Redo
Delete
Properties
Remove from Quick Access Toolbar
New folder
Rename
Show below the Ribbon
Minimize the Ribbon
Rename
Favorites
Desktop
Downloads
Recent places
Libraries
Videos
Library

5 Remove a command: Right-click the Quick Access toolbar command that you want to remove and click Remove from Quick Access Toolbar.

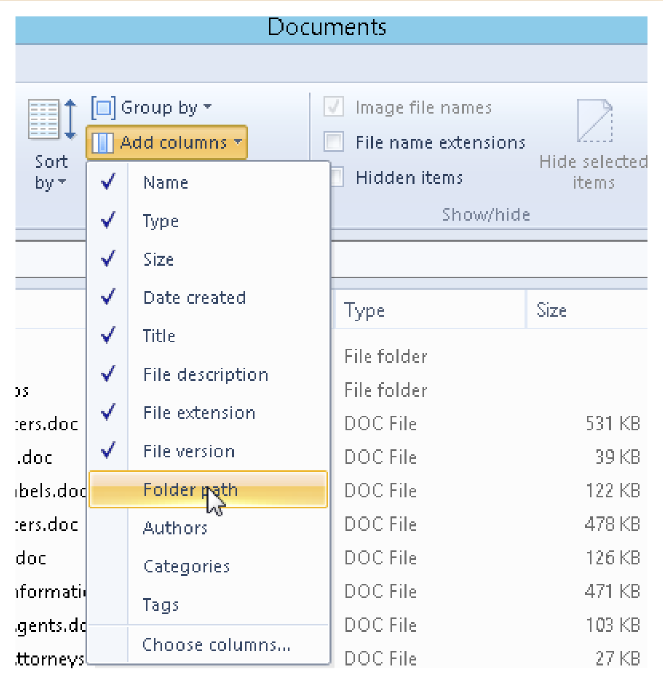
tip You cannot sort the items in the Quick Access toolbar, so you must add them in the order in which you want them to appear.

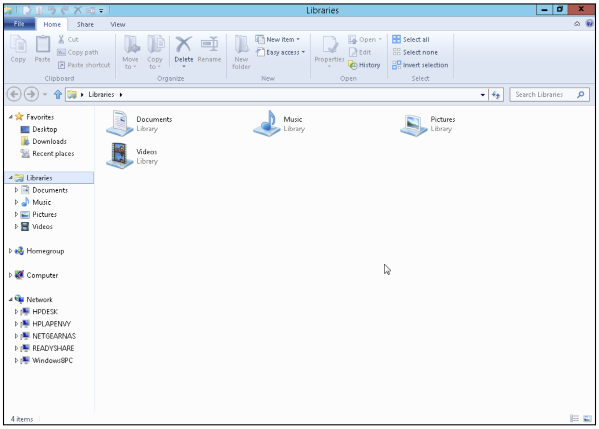

Libraries
Library Tools
File
Home
Share
View
Manage
Copy
Paste
Cut
Copy path
Paste shortcut
Clipboard
Move to
Copy to
Organize
Libraries
Favorites
Desktop
Downloads
Documents
Library

6 Move the Quick Access toolbar: Click the down arrow next to the Quick Access toolbar. Click Show below the Ribbon to move the toolbar so it appears below the ribbon.

Managing Columns in File Explorer

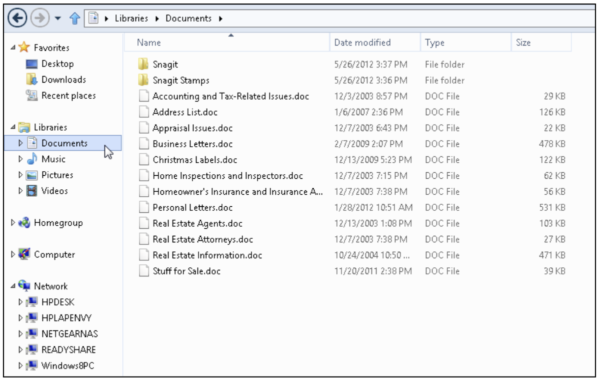
The Details view in File Explorer displays columns for each folder and file with key information. By default, the columns display the name of the file, the date it was last modified, the file type, and the size. But you can add more columns with further details on specific folders and files. You can also remove columns that you do not need, and you can reorder the columns that appear, sort your folders and files alphabetically by column, and even filter your folders and files by column. This task explains how to work with columns in File Explorer.


Documents
Sort by
Group by
Add columns
Name
Type
Size
Date created
Title
File description
File extension
File version
Folder path
Authors
Categories
Tags
Choose columns...
Image file names
File name extensions
Hidden items
Hide selected items
Show/hide
Type
Size
File folder
DOC File
531 KB
39 KB
122 KB
478 KB
126 KB
471 KB
103 KB
27 KB


Libraries
File
Home
Share
View
Documents
Library
Music
Pictures
Videos
Favorites
Desktop
Downloads
Recent places
Homegroup
Computer
Network
4 items

1 Launch File Explorer:

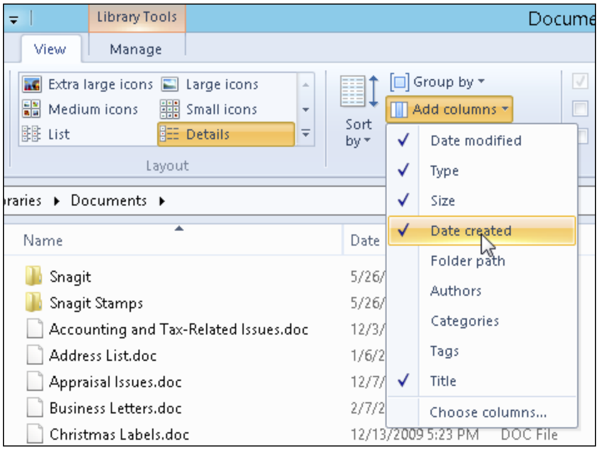
Open the desktop and launch File Explorer full screen.



Libraries ▸ Documents ▸
Favorites
Desktop
Downloads
Recent places
Libraries
Documents
Music
Pictures
Videos
Homegroup
Computer
Network
HPDESK
HPLAPENVY
NETGEARNAS
READYSHARE
Windows8PC

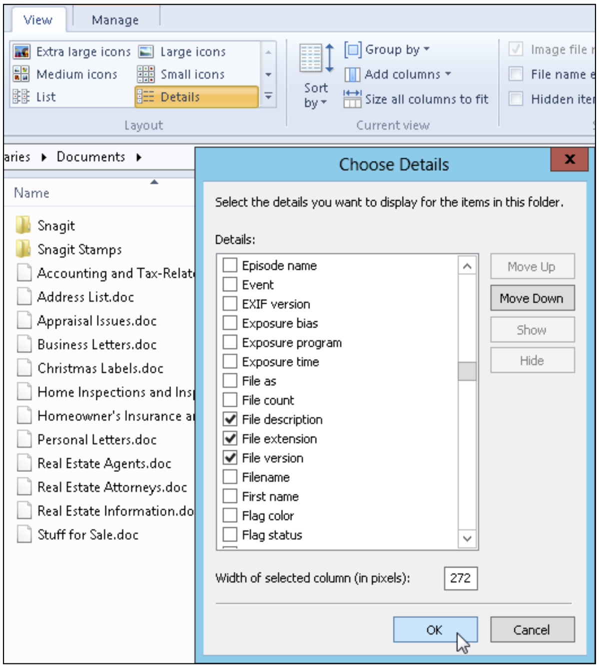
Name	Date modified	Type	Size
Snagit	5/26/2012 3:37 PM	File folder	
Snagit Stamps	5/26/2012 3:36 PM	File folder	
Accounting and Tax-Related Issues.doc	12/3/2003 8:57 PM	DOC File	29 KB
Address List.doc	1/6/2007 2:36 PM	DOC File	126 KB
Appraisal Issues.doc	12/7/2003 6:43 PM	DOC File	22 KB
Business Letters.doc	2/7/2009 2:07 PM	DOC File	478 KB
Christmas Labels.doc	12/13/2009 5:23 PM	DOC File	122 KB
Home Inspections and Inspectors.doc	12/7/2003 7:15 PM	DOC File	62 KB
Homeowner's Insurance and Insurance A...	12/7/2003 7:38 PM	DOC File	56 KB
Personal Letters.doc	1/28/2012 10:51 AM	DOC File	531 KB
Real Estate Agents.doc	12/13/2003 1:08 PM	DOC File	103 KB
Real Estate Attorneys.doc	12/7/2003 7:38 PM	DOC File	27 KB
Real Estate Information.doc	10/24/2004 10:50 ...	DOC File	471 KB
Stuff for Sale.doc	11/20/2011 2:38 PM	DOC File	39 KB

2 Open a folder: Open a specific folder with content, such as the Documents folder. Select the Details view from the Ribbon if not already selected.



Library Tools
Docume
View
Manage
Extra large icons
Large icons
Medium icons
Small icons
List
Details
Layout
Sort by
Group by
Add columns
✓ Date modified
✓ Type
✓ Size
✓ Date created
Folder path
Authors
Categories
Tags
✓ Title
Choose columns...
raries ▸ Documents ▸
Name
Date
Snagit
Snagit Stamps
Accounting and Tax-Related Issues.doc
Address List.doc
Appraisal Issues.doc
Business Letters.doc
Christmas Labels.doc

3 Add or remove columns: Click the View menu from the Ribbon. Click the Add Columns button. A list appears of all possible columns with check marks in front of the ones currently displayed. Select any columns you want to add. Deselect any columns you want to remove. After you add or remove a column, the Add Columns drop-down menu disappears, so you will have to reopen it to continue.



View
Manage
Extra large icons
Large icons
Medium icons
Small icons
List
Details
Layout
Sort by
Group by
Add columns
Size all columns to fit
Current view
Image file
File name e
Hidden iter
aries ▸ Documents ▸
Name
Snagit
Snagit Stamps
Accounting and Tax-Relat
Address List.doc
Appraisal Issues.doc
Business Letters.doc
Christmas Labels.doc
Home Inspections and Ins
Homeowner's Insurance a
Personal Letters.doc
Real Estate Agents.doc
Real Estate Attorneys.doc
Real Estate Information.do
Stuff for Sale.doc
Choose Details
Move Up
Move Down
Show
Hide
OK
Cancel

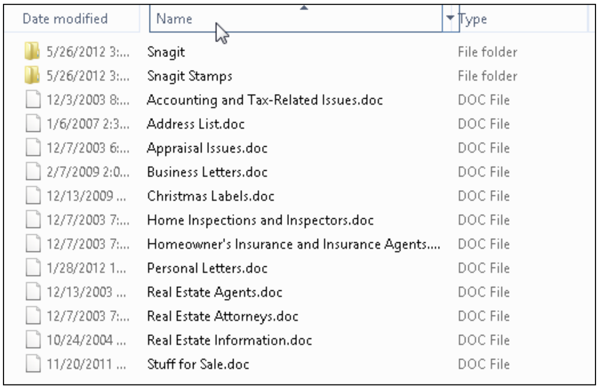
Select the details you want to display for the items in this folder.

Details:

☐ Episode name
☐ Event
☐ EXIF version
☐ Exposure bias
☐ Exposure program
☐ Exposure time
☐ File as
☐ File count
☑ File description
☑ File extension
☑ File version
☐ Filename
☐ First name
☐ Flag color
☐ Flag status

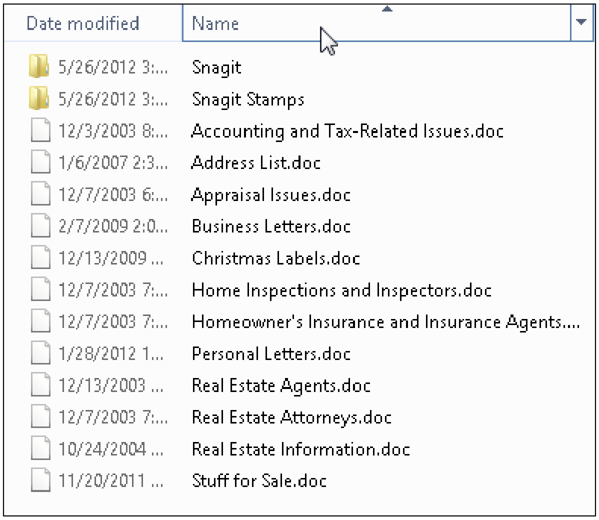
Width of selected column (in pixels): 272

4 Add other columns: Click the Add Columns button. In the drop-down menu, click Choose columns. A long list appears with a range of details, some specific to certain types of files, such as E-mail address for Contacts, F-stop for photos, and Album artist for music. Select the columns that you want to display for your current folder. Click OK.



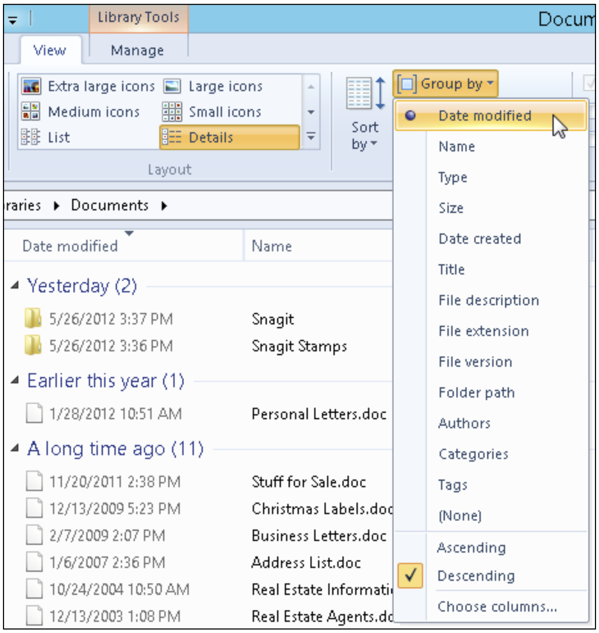
Date modified	Name	Type
5/26/2012 3:...	Snagit	File folder
5/26/2012 3:...	Snagit Stamps	File folder
12/3/2003 8:...	Accounting and Tax-Related Issues.doc	DOC File
1/6/2007 2:3...	Address List.doc	DOC File
12/7/2003 6:...	Appraisal Issues.doc	DOC File
2/7/2009 2:0...	Business Letters.doc	DOC File
12/13/2009 ...	Christmas Labels.doc	DOC File
12/7/2003 7:...	Home Inspections and Inspectors.doc	DOC File
12/7/2003 7:...	Homeowner's Insurance and Insurance Agents....	DOC File
1/28/2012 1...	Personal Letters.doc	DOC File
12/13/2003 ...	Real Estate Agents.doc	DOC File
12/7/2003 7:...	Real Estate Attorneys.doc	DOC File
10/24/2004 ...	Real Estate Information.doc	DOC File
11/20/2011 ...	Stuff for Sale.doc	DOC File

5 Change the order of columns: You can sort the order of the columns by dragging and dropping a column to a different spot. For example, you can drag the Name column to the right so that it appears after the Date modified column.



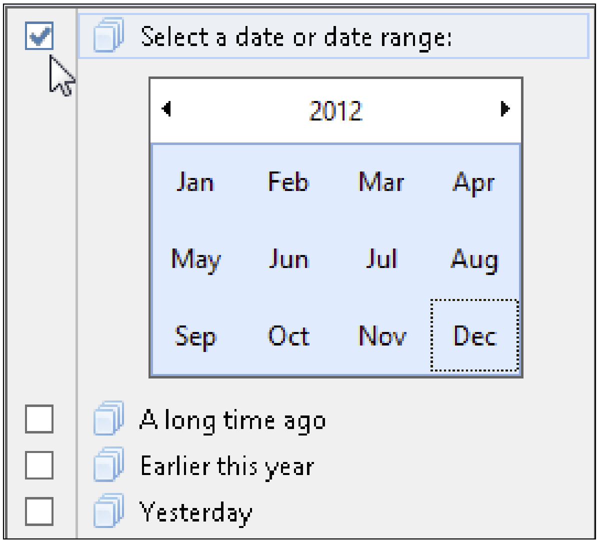
Date modified	Name
5/26/2012 3:...	Snagit
5/26/2012 3:...	Snagit Stamps
12/3/2003 8:...	Accounting and Tax-Related Issues.doc
1/6/2007 2:3...	Address List.doc
12/7/2003 6:...	Appraisal Issues.doc
2/7/2009 2:0...	Business Letters.doc
12/13/2009 ...	Christmas Labels.doc
12/7/2003 7:...	Home Inspections and Inspectors.doc
12/7/2003 7:...	Homeowner's Insurance and Insurance Agents....
1/28/2012 1...	Personal Letters.doc
12/13/2003 ...	Real Estate Agents.doc
12/7/2003 7:...	Real Estate Attorneys.doc
10/24/2004 ...	Real Estate Information.doc
11/20/2011 ...	Stuff for Sale.doc

6 Sort by columns: Click the column heading that you want to sort by. For example, you can click the Name column to sort A–Z by filename. Clicking it again sorts the files Z–A by filename. You can click the Date modified column to sort by date, from earliest to most recent. Clicking the column again sorts by date, from most recent to earliest.


Library Tools
Docum
View
Manage
Extra large icons
Large icons
Medium icons
Small icons
List
Details
Layout
Sort by
Group by
Date modified
Name
Type
Size
Date created
Title
File description
File extension
File version
Folder path
Authors
Categories
Tags
(None)
Ascending
Descending
Choose columns...
raries ▸ Documents ▸

Date modified	Name
Yesterday (2)	
5/26/2012 3:37 PM	Snagit
5/26/2012 3:36 PM	Snagit Stamps
Earlier this year (1)	
1/28/2012 10:51 AM	Personal Letters.doc
A long time ago (11)	
11/20/2011 2:38 PM	Stuff for Sale.doc
12/13/2009 5:23 PM	Christmas Labels.doc
2/7/2009 2:07 PM	Business Letters.doc
1/6/2007 2:36 PM	Address List.doc
10/24/2004 10:50 AM	Real Estate Informati
12/13/2003 1:08 PM	Real Estate Agents.dc

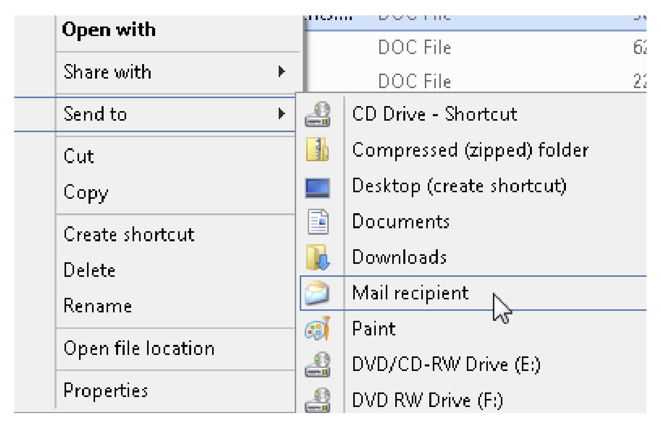
8 Group by columns: You can group your folders and files by certain columns, such as Date modified. Click the Group by button and then click Date modified. The folders and files are grouped by date, such as Yesterday, Earlier this year, and A long time ago.


☑ Select a date or date range:
2012
Jan
Feb
Mar
Apr
May
Jun
Jul
Aug
Sep
Oct
Nov
Dec
☐ A long time ago
☐ Earlier this year
☐ Yesterday

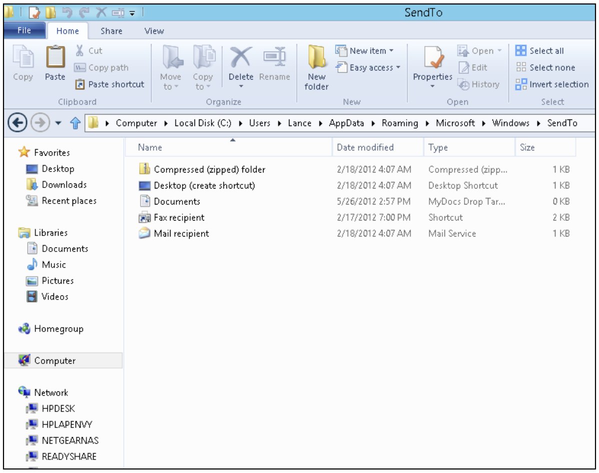
7 Filter columns: You can filter a column to see only certain folders or files. For example, click the drop-down arrow next to the Date modified column. Select a specific date or date range to narrow the results.

tip Columns are specific to each folder, so you can display different columns for different folders.

Modifying the Windows Send to Menu

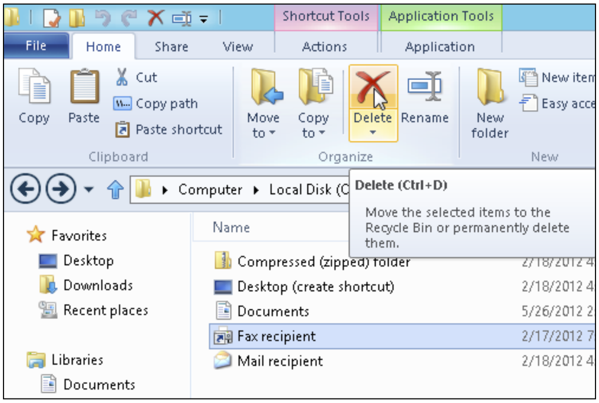

Open with
Share with
Send to
Cut
Copy
Create shortcut
Delete
Rename
Open file location
Properties
DOC File
DOC File
CD Drive - Shortcut
Compressed (zipped) folder
Desktop (create shortcut)
Documents
Downloads
Mail recipient
Paint
DVD/CD-RW Drive (E:)
DVD RW Drive (F:)

The Windows Send to menu lets you send or copy a file to different applications or folders through File Explorer, saving you the time and effort of having to open the file to perform a certain action. For example, the Send to menu lets you run such actions as copy a file to the Documents folder, zip (compress) a file, create a desktop shortcut of the file, e-mail a file, or fax a file through Windows fax software. You can access the Send to menu by right-clicking a file and clicking Send to from the pop-up menu. You can also modify the SendTo folder itself by adding or removing different applications and folders. This task explains how to modify the Send to menu.


SendTo
File
Home
Share
View
Copy
Paste
Cut
Copy path
Paste shortcut
Clipboard
Move to
Copy to
Delete
Rename
Organize
New folder
New item
Easy access
New
Properties
Open
Edit
History
Open
Select all
Select none
Invert selection
Select
Computer ▸ Local Disk (C:) ▸ Users ▸ Lance ▸ AppData ▸ Roaming ▸ Microsoft ▸ Windows ▸ SendTo
Favorites
Desktop
Downloads
Recent places
Libraries
Documents
Music
Pictures
Videos
Homegroup
Computer
Network
HPDESK
HPLAPENVY
NETGEARNAS
READYSHARE

Name	Date modified	Type	Size
Compressed (zipped) folder	2/18/2012 4:07 AM	Compressed (zipp...	1 KB
Desktop (create shortcut)	2/18/2012 4:07 AM	Desktop Shortcut	1 KB
Documents	5/26/2012 2:57 PM	MyDocs Drop Tar...	0 KB
Fax recipient	2/17/2012 7:00 PM	Shortcut	2 KB
Mail recipient	2/18/2012 4:07 AM	Mail Service	1 KB

1 Access the SendTo folder: Open the desktop and launch File Explorer. Type **%APPDATA%\Microsoft\Windows\SendTo** in the address field. You see the existing items in the Send to menu.


Shortcut Tools
Application Tools
File
Home
Share
View
Actions
Application
Copy
Paste
Cut
Copy path
Paste shortcut
Clipboard
Move to
Copy to
Delete
Rename
New folder
New item
Easy acce
Organize
New
Computer
Local Disk (C
Favorites
Desktop
Downloads
Recent places
Libraries
Documents

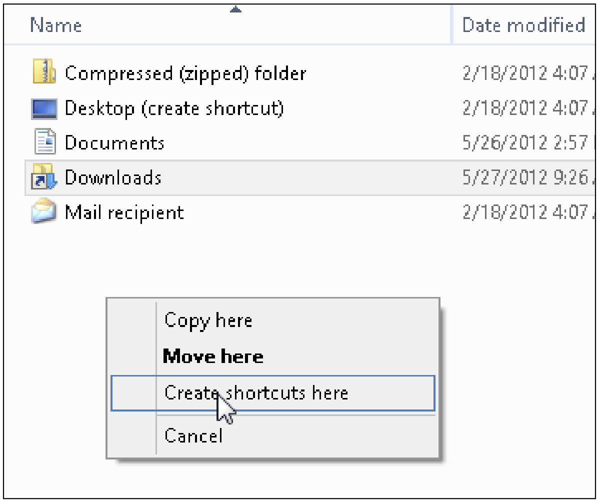
Delete (Ctrl+D)

Move the selected items to the Recycle Bin or permanently delete them.

Name	
Compressed (zipped) folder	2/18/2012 4
Desktop (create shortcut)	2/18/2012 4
Documents	5/26/2012 2
Fax recipient	2/17/2012 7
Mail recipient	2/18/2012 4

2 Remove items:

Remove any item from the Send to menu that you do not need. For example, you can remove the item for Fax recipient by selecting it and clicking the Delete button from the Ribbon.

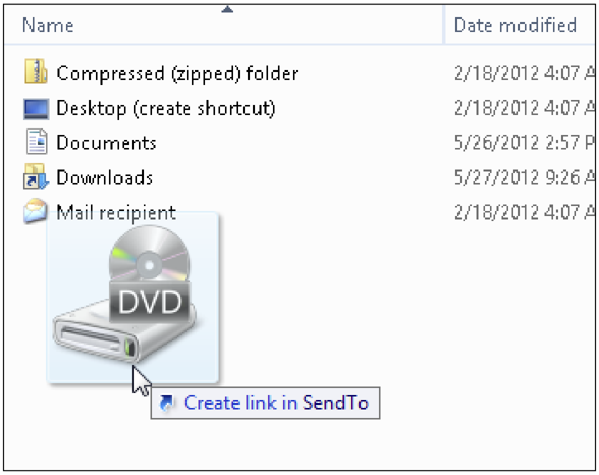


Name	Date modified
Compressed (zipped) folder	2/18/2012 4:07
Desktop (create shortcut)	2/18/2012 4:07
Documents	5/26/2012 2:57
Downloads	5/27/2012 9:26
Mail recipient	2/18/2012 4:07

Copy here
Move here
Create shortcuts here
Cancel

3 Add a folder:

You can add a folder to the Send to menu. For this example, the Downloads folder is added. Open a second instance of File Explorer. Click the Downloads folder under Favorites. Drag the Downloads folder with your right mouse button and release it over the SendTo folder in the first instance of File Explorer. In the pop-up menu that appears, click Create shortcuts here.

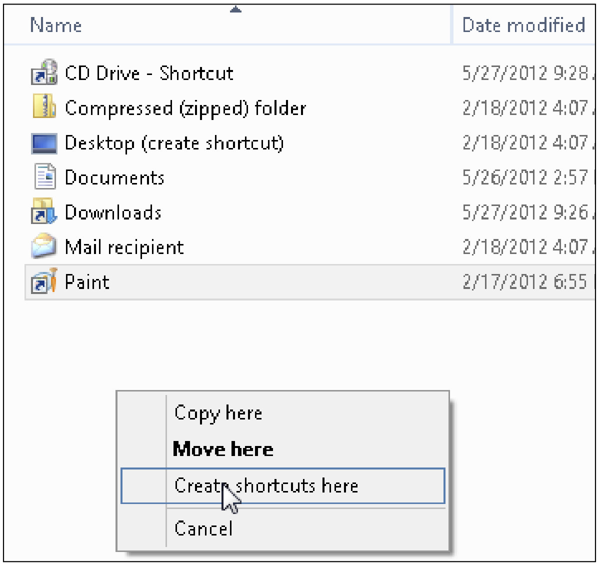


Name	Date modified
Compressed (zipped) folder	2/18/2012 4:07 A
Desktop (create shortcut)	2/18/2012 4:07 A
Documents	5/26/2012 2:57 P
Downloads	5/27/2012 9:26 A
Mail recipient	2/18/2012 4:07 A

DVD
Create link in SendTo

4 Add a location:

You can also add a location, such a drive letter. For this example, the CD-ROM drive is used, assuming it is a recordable CD-ROM drive. Click Computer in the second instance of File Explorer. Drag the CD-ROM/DVD drive with your left mouse button onto the SendTo folder in the first instance of File Explorer. Release the mouse button when you see the Create link in SendTo message.

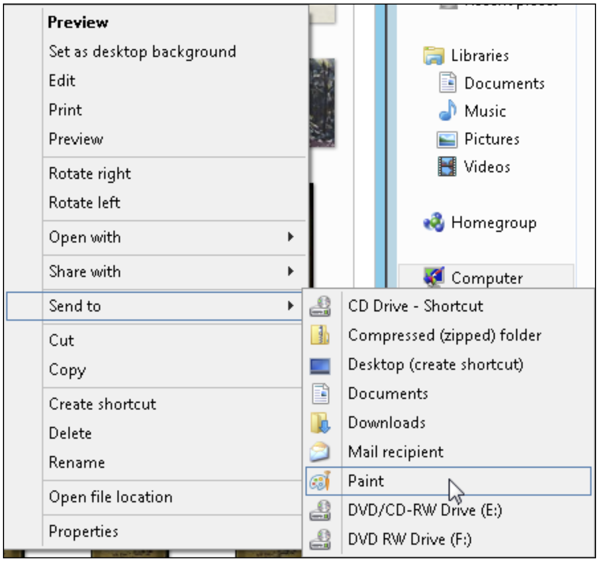


Name	Date modified
CD Drive - Shortcut	5/27/2012 9:28
Compressed (zipped) folder	2/18/2012 4:07
Desktop (create shortcut)	2/18/2012 4:07
Documents	5/26/2012 2:57
Downloads	5/27/2012 9:26
Mail recipient	2/18/2012 4:07
Paint	2/17/2012 6:55

Copy here
Move here
Create shortcuts here
Cancel

5 Add an application:

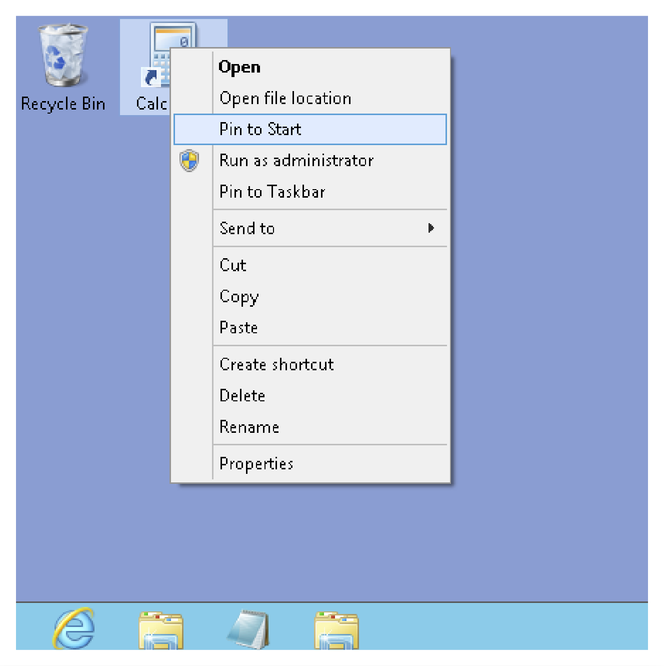
You can add a specific application to the Send to menu. For this example, Paint is used. In the second instance of File Explorer, click your hard drive. Type Paint in the search field. From the results that appear, select one of the shortcuts for Paint. Drag the Paint shortcut with your right mouse button and release it over the SendTo folder in the first instance of File Explorer. In the pop-up menu that appears, click Copy here.


Preview
Set as desktop background
Edit
Print
Preview
Rotate right
Rotate left
Open with
Share with
Send to
Cut
Copy
Create shortcut
Delete
Rename
Open file location
Properties
Libraries
Documents
Music
Pictures
Videos
Homegroup
Computer
CD Drive - Shortcut
Compressed (zipped) folder
Desktop (create shortcut)
Documents
Downloads
Mail recipient
Paint
DVD/CD-RW Drive (E:)
DVD RW Drive (F:)

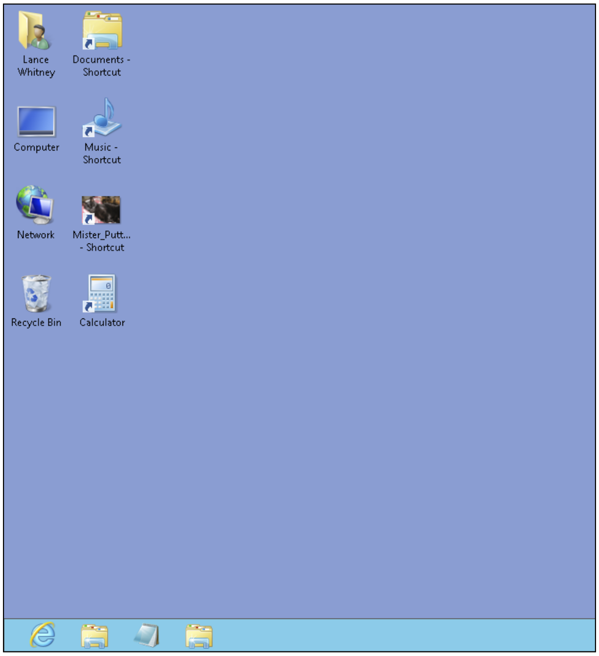
6 View Send to menu: View your modified Send to menu. Right-click any file in File Explorer and access the Send to menu. You should see the new locations for your Downloads folder and your CD-ROM drive among the other selections. Selecting the Downloads folder copies the file to that folder. Selecting your CD-ROM drive prompts you to insert a recordable disc in the drive to which the file can be copied. Selecting the Paint program opens the file in Paint, but only if it is an image file that Paint can read.

tip You can also add network drives to the SendTo folder.

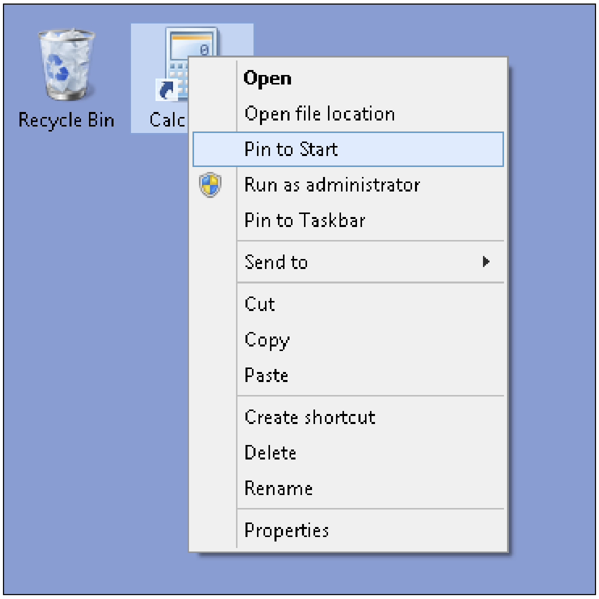
Pinning Desktop Items to the Start Screen


Recycle Bin
Calc
Open
Open file location
Pin to Start
Run as administrator
Pin to Taskbar
Send to
Cut
Copy
Paste
Create shortcut
Delete
Rename
Properties

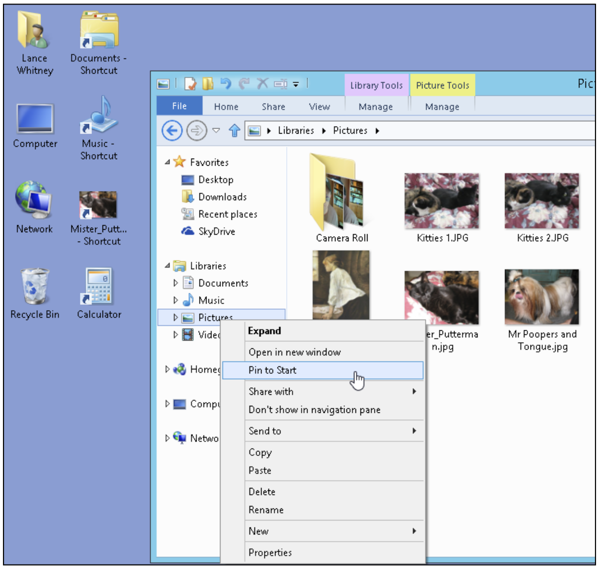
Any desktop application that you install is automatically given a tile on the Start screen. So you do not need to manually pin it to the Start screen. However, if you unpinned a desktop application from the Start screen and want to pin it back, you can do so from the desktop. Also, you may want to pin certain desktop folders to the Start screen so that you can easily access them without having to open the desktop first. For example, you can pin your Documents folder or your Music folder to the Start screen. This task explains how to pin an application or folder to the Start screen.


Lance Whitney
Documents - Shortcut
Computer
Music - Shortcut
Network
Mister_Putt... - Shortcut
Recycle Bin
Calculator

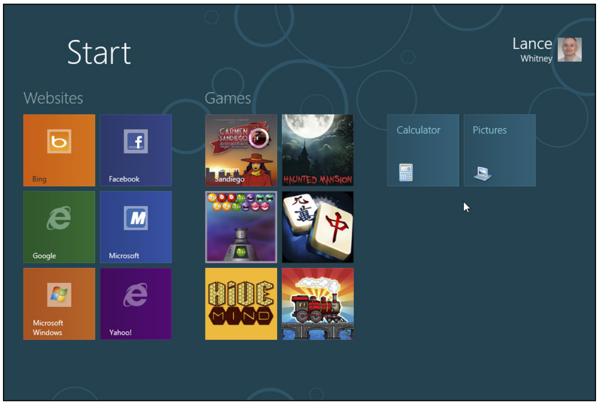
1 Open the desktop: Open the desktop by clicking the Desktop tile on the Start screen.


Recycle Bin
Calc
Open
Open file location
Pin to Start
Run as administrator
Pin to Taskbar
Send to
Cut
Copy
Paste
Create shortcut
Delete
Rename
Properties

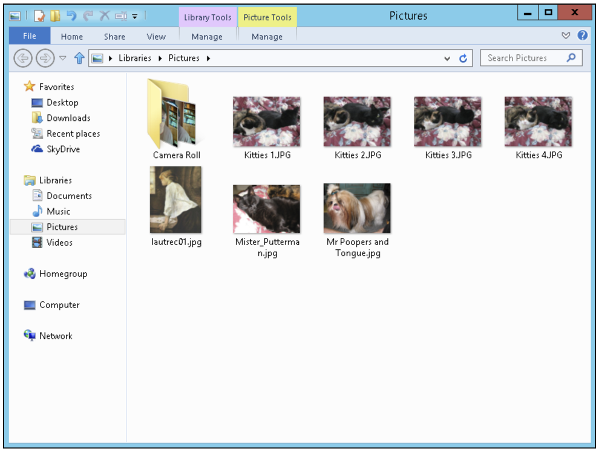
2 Select an application: If you already have shortcuts for certain applications on the desktop or taskbar, right-click one of those shortcuts and select Pin to Start from the pop-up menu.


Lance Whitney
Documents - Shortcut
Computer
Music - Shortcut
Network
Mister_Putt... - Shortcut
Recycle Bin
Calculator
Library Tools
Picture Tools
File
Home
Share
View
Manage
Manage
Libraries
Pictures
Favorites
Desktop
Downloads
Recent places
SkyDrive
Libraries
Documents
Music
Pictures
Camera Roll
Kitties 1.JPG
Kitties 2.JPG
Mr Poopers and Tongue.jpg
Expand
Open in new window
Pin to Start
Share with
Don't show in navigation pane
Send to
Copy
Paste
Delete
Rename
New
Properties

3 Select a folder: Open File Explorer. Right-click a folder that you want to pin to the Start screen, such as Documents, Pictures, or Music, and select Pin to Start from the pop-up menu.


Start
Lance
Whitney
Websites
Games
Bing
Facebook
Google
Microsoft
Microsoft Windows
Yahoo!
Sandiego
HAUNTED MANSION
Calculator
Pictures

4 View the folder or the app: Launch the Start screen by pressing the Windows key. You should see tiles for the folder and application at the end of the Start screen.

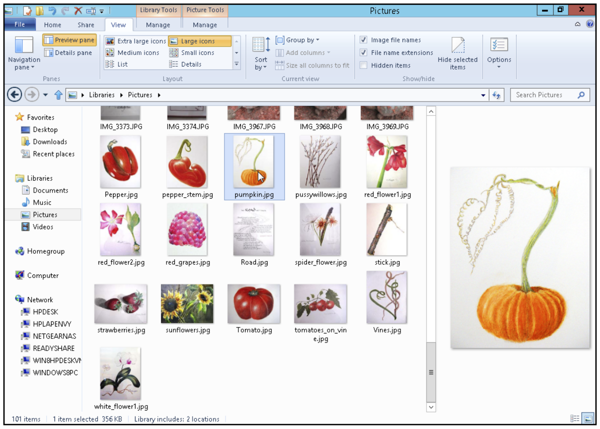

Library Tools
Picture Tools
Pictures
File
Home
Share
View
Manage
Manage
Libraries
Pictures
Search Pictures
Favorites
Desktop
Downloads
Recent places
SkyDrive
Libraries
Documents
Music
Pictures
Videos
Homegroup
Computer
Network
Camera Roll
Kitties 1.JPG
Kitties 2.JPG
Kitties 3.JPG
Kitties 4.JPG
lautrec01.jpg
Mister_Putterman.jpg
Mr Poopers and Tongue.jpg

tip You can also pin certain desktop icons, such as Computer, Control Panel, and Network to the Start screen.

5 View the folder or the app: In the Start screen, double-click the tile for the application or folder that you just pinned to the Start menu. Windows opens the desktop and launches the application or opens the folder.

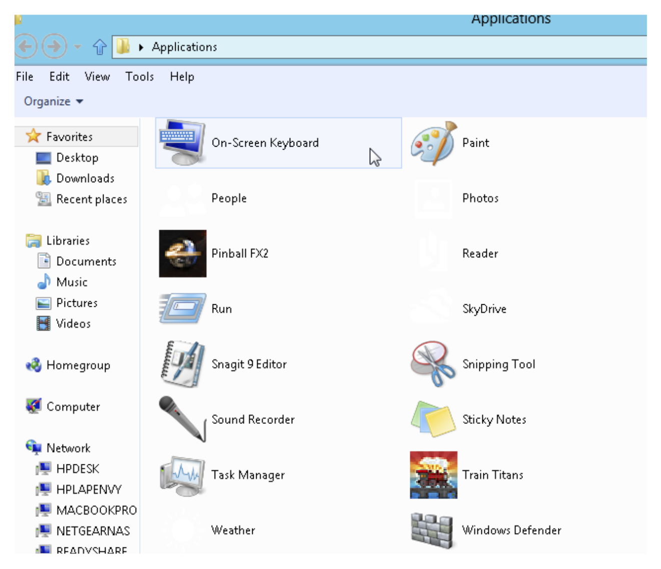
Quick Fix

Previewing a File in File Explorer

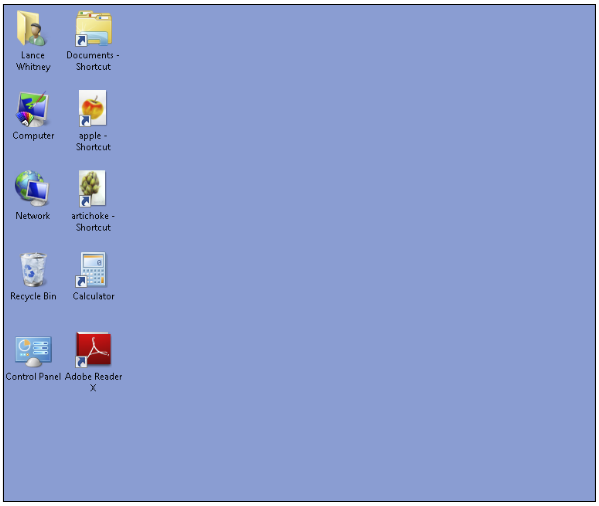

Library Tools
Picture Tools
Pictures
File
Home
Share
View
Manage
Manage
Navigation pane
Preview pane
Details pane
Panes
Extra large icons
Large icons
Medium icons
Small icons
List
Details
Layout
Sort by
Group by
Add columns
Size all columns to fit
Current view
Image file names
File name extensions
Hidden items
Hide selected items
Show/hide
Options
Libraries
Pictures
Search Pictures
Favorites
Desktop
Downloads
Recent places
Libraries
Documents
Music
Pictures
Videos
Homegroup
Computer
Network
HPDESK
HPLAPENVY
NETGEARNAS
READYSHARE
WIN8HPDESKV
WINDOWS8PC
IMG_3373.JPG
IMG_3374.JPG
IMG_3967.JPG
IMG_3968.JPG
IMG_3969.JPG
Pepper.jpg
pepper_stem.jpg
pumpkin.jpg
pussywillows.jpg
red_flower1.jpg
red_flower2.jpg
red_grapes.jpg
Road.jpg
spider_flower.jpg
stick.jpg
strawberries.jpg
sunflowers.jpg
Tomato.jpg
tomatoes_on_vine.jpg
Vines.jpg
white_flower1.jpg
101 items
1 item selected 356 KB
Library includes: 2 locations

Open File Explorer. Browse to and select the file you want to view. Click the View menu to display the View Ribbon. Click the Preview Pane command on the View Ribbon. The file displays in the right pane of File Explorer. You cannot view all types of files, but you can view a wide variety, including images, HTML files, and certain types of documents.

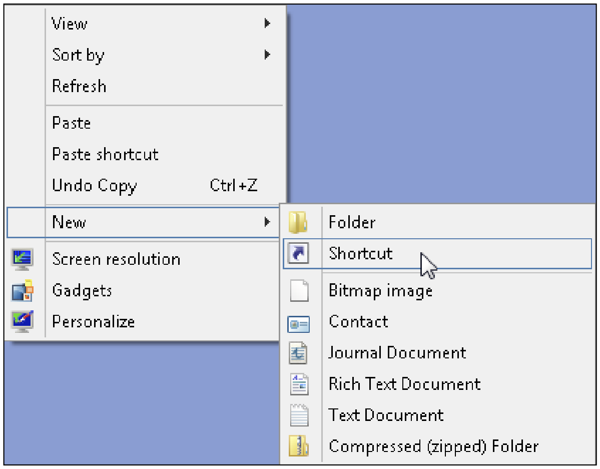
Creating a Desktop Shortcut for All Apps


Applications
Applications
File
Edit
View
Tools
Help
Organize
Favorites
Desktop
Downloads
Recent places
Libraries
Documents
Music
Pictures
Videos
Homegroup
Computer
Network
HPDESK
HPLAPENVY
MACBOOKPRO
NETGEARNAS
READYSHARE
On-Screen Keyboard
Paint
People
Photos
Pinball FX2
Reader
Run
SkyDrive
Snagit 9 Editor
Snipping Tool
Sound Recorder
Sticky Notes
Task Manager
Train Titans
Weather
Windows Defender

Normally, you have to open the Start or Apps screen to launch most of your apps — Windows 8 or desktop. This can be clumsy and time consuming if you are working in the desktop and need to keep going back to the Start screen to launch multiple desktop apps, one after another. Instead, you can create a desktop shortcut that points to all the apps on the Apps screen so you do not have to keep returning to the Windows 8 environment to launch an app. This task shows you how to create a desktop shortcut that lets you launch any app.

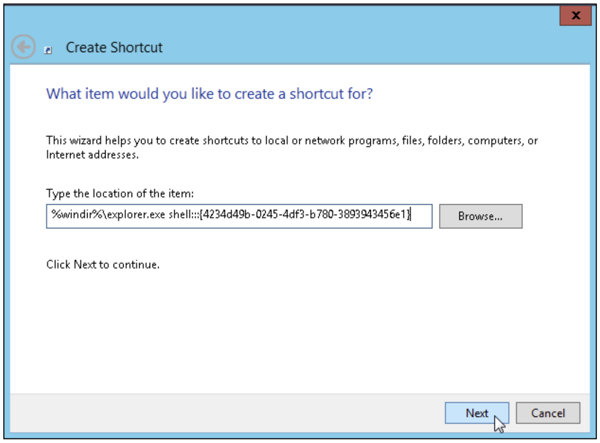

Lance Whitney
Documents - Shortcut
Computer
apple - Shortcut
Network
artichoke - Shortcut
Recycle Bin
Calculator
Control Panel
Adobe Reader X

1 Open the desktop: Launch the desktop if it is not already running.


View
Sort by
Refresh
Paste
Paste shortcut
Undo Copy Ctrl+Z
New
Screen resolution
Gadgets
Personalize
Folder
Shortcut
Bitmap image
Contact
Journal Document
Rich Text Document
Text Document
Compressed (zipped) Folder

2 Create the shortcut: Right-click any empty area of the desktop. In the pop-up menu, click New and then click Shortcut.

warning Each time you close your new shortcut for Windows 8 apps, the order and display are reset back to the default.


Create Shortcut
Browse...
Next
Cancel

What item would you like to create a shortcut for?

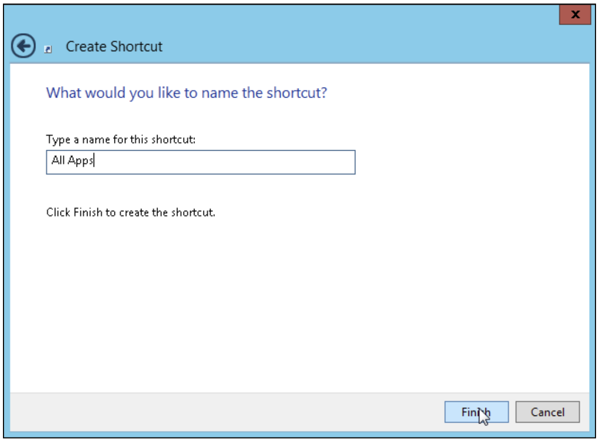
This wizard helps you to create shortcuts to local or network programs, files, folders, computers, or Internet addresses.

Type the location of the item:

%windir%\explorer.exe shell:::{4234d49b-0245-4df3-b780-3893943456e1}

Click Next to continue.

3 Type the shortcut path: In Create Shortcut dialog box, type **%windir%\explorer.exe shell:::{4234d49b-0245-4df3-b780-3893943456e1}** in the Type the location of the item field. Click Next.


Create Shortcut
Finish
Cancel

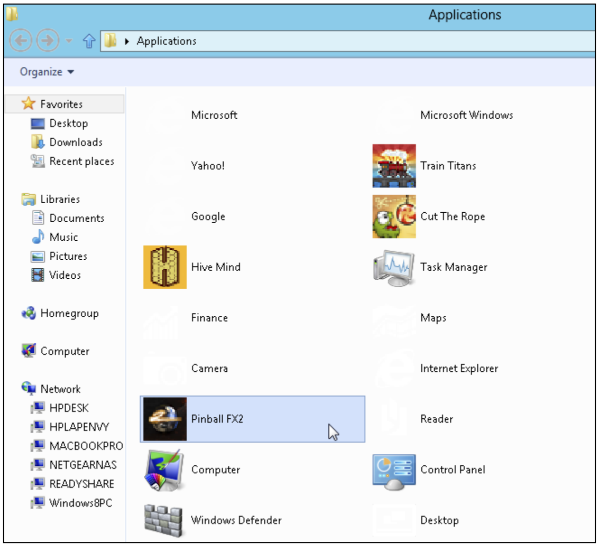
What would you like to name the shortcut?

Type a name for this shortcut:

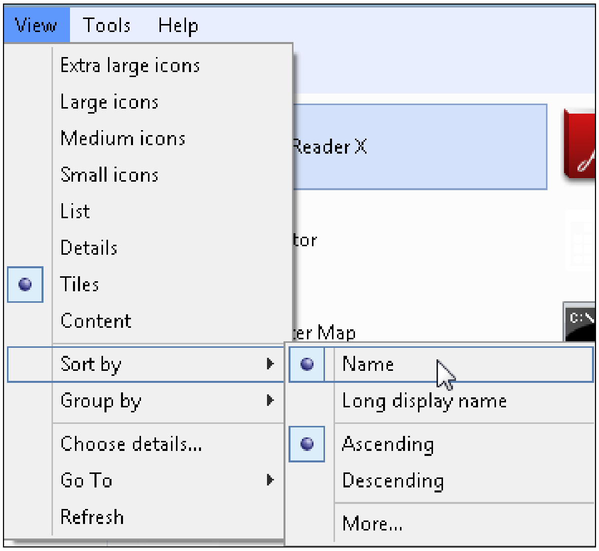
All Apps

Click Finish to create the shortcut.

4 Name the shortcut: In the Type a name for this shortcut field, type a name for the shortcut, such as All Apps. Click Finish.


Applications
Applications
Organize
Favorites
Desktop
Downloads
Recent places
Libraries
Documents
Music
Pictures
Videos
Homegroup
Computer
Network
HPDESK
HPLAPENVY
MACBOOKPRO
NETGEARNAS
READYSHARE
Windows8PC
Microsoft
Microsoft Windows
Yahoo!
Train Titans
Google
Cut The Rope
Hive Mind
Task Manager
Finance
Maps
Camera
Internet Explorer
Pinball FX2
Reader
Computer
Control Panel
Windows Defender
Desktop

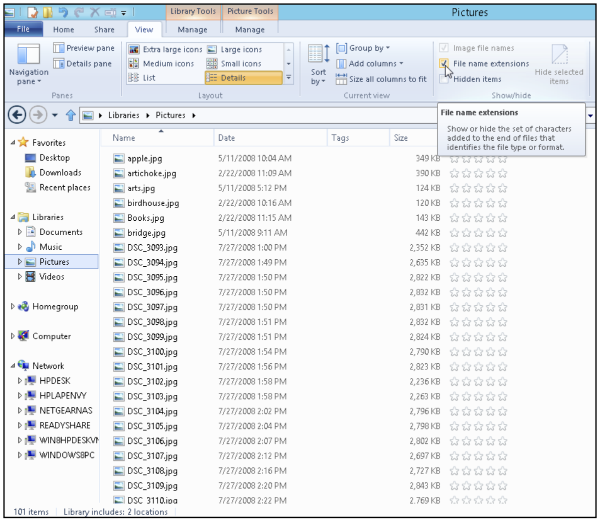
5 Open the folder: Double-click the new shortcut to view the icons for all your apps.


View
Tools
Help
Extra large icons
Large icons
Medium icons
Small icons
List
Details
Tiles
Content
Sort by
Group by
Choose details...
Go To
Refresh
Name
Long display name
Ascending
Descending
More...
Reader X
tor
er Map

6 Sort the items: By default, the icons may not be sorted in alphabetical order. Click the Organize button at the top of the left pane. Click Layout and then Menu bar. Choose View → Sort by → Name. Make sure that Ascending is also selected.

Quick Fix

Viewing File Extensions


Library Tools
Picture Tools
Pictures
File
Home
Share
View
Manage
Manage
Navigation pane
Preview pane
Details pane
Panes
Extra large icons
Large icons
Medium icons
Small icons
List
Details
Layout
Sort by
Group by
Add columns
Size all columns to fit
Current view
Image file names
File name extensions
Hidden items
Hide selected items
Show/hide
Libraries
Pictures
Favorites
Desktop
Downloads
Recent places
Libraries
Documents
Music
Pictures
Videos
Homegroup
Computer
Network
HPDESK
HPLAPENVY
NETGEARNAS
READYSHARE
WIN8HPDESKVI
WINDOWS8PC

☐ Image file names
☑ File name extensions
☐ Hidden items

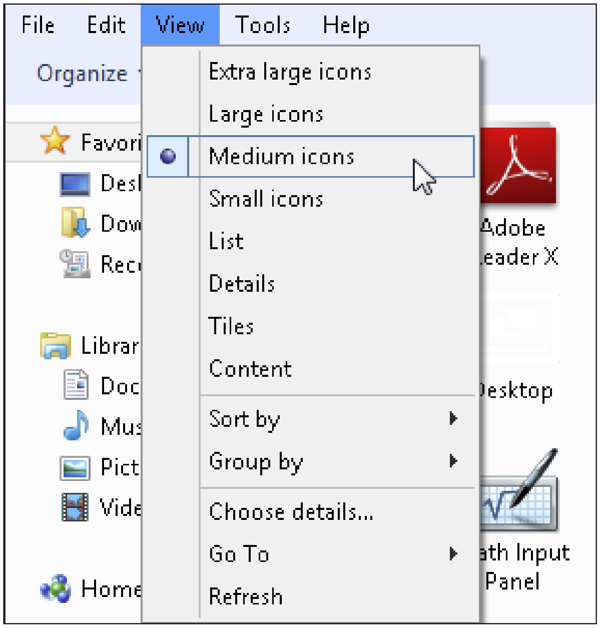
File name extensions

Show or hide the set of characters added to the end of files that identifies the file type or format.

Name	Date	Tags	Size	
apple.jpg	5/11/2008 10:04 AM		349 KB	☆☆☆☆☆
artichoke.jpg	2/22/2008 11:09 AM		390 KB	☆☆☆☆☆
arts.jpg	5/11/2008 5:12 PM		124 KB	☆☆☆☆☆
birdhouse.jpg	2/22/2008 10:16 AM		120 KB	☆☆☆☆☆
Books.jpg	2/22/2008 11:15 AM		143 KB	☆☆☆☆☆
bridge.jpg	5/11/2008 9:11 AM		442 KB	☆☆☆☆☆
DSC_3093.jpg	7/27/2008 1:00 PM		2,352 KB	☆☆☆☆☆
DSC_3094.jpg	7/27/2008 1:49 PM		2,635 KB	☆☆☆☆☆
DSC_3095.jpg	7/27/2008 1:50 PM		2,822 KB	☆☆☆☆☆
DSC_3096.jpg	7/27/2008 1:50 PM		2,832 KB	☆☆☆☆☆
DSC_3097.jpg	7/27/2008 1:50 PM		2,831 KB	☆☆☆☆☆
DSC_3098.jpg	7/27/2008 1:51 PM		2,832 KB	☆☆☆☆☆
DSC_3099.jpg	7/27/2008 1:51 PM		2,824 KB	☆☆☆☆☆
DSC_3100.jpg	7/27/2008 1:54 PM		2,790 KB	☆☆☆☆☆
DSC_3101.jpg	7/27/2008 1:56 PM		2,823 KB	☆☆☆☆☆
DSC_3102.jpg	7/27/2008 1:58 PM		2,236 KB	☆☆☆☆☆
DSC_3103.jpg	7/27/2008 1:58 PM		2,263 KB	☆☆☆☆☆
DSC_3104.jpg	7/27/2008 2:02 PM		2,796 KB	☆☆☆☆☆
DSC_3105.jpg	7/27/2008 2:04 PM		2,798 KB	☆☆☆☆☆
DSC_3106.jpg	7/27/2008 2:07 PM		2,802 KB	☆☆☆☆☆
DSC_3107.jpg	7/27/2008 2:12 PM		2,697 KB	☆☆☆☆☆
DSC_3108.jpg	7/27/2008 2:16 PM		2,727 KB	☆☆☆☆☆
DSC_3109.jpg	7/27/2008 2:20 PM		2,843 KB	☆☆☆☆☆
DSC_3110.jpg	7/27/2008 2:22 PM		2,769 KB	☆☆☆☆☆

101 items | Library includes: 2 locations

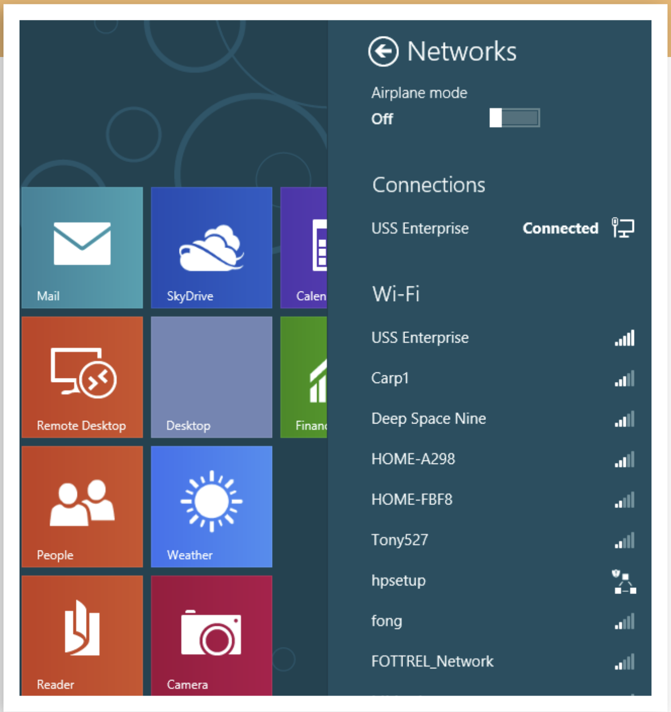
Open File Explorer. Click the View menu from the Ribbon. Select the File name extensions check box to view extensions. Deselect the check box to turn off extensions.


File
Edit
View
Tools
Help
Organize
Favori
Desl
Dow
Rec
Librar
Doc
Mus
Pict
Vide
Home
Extra large icons
Large icons
Medium icons
Small icons
List
Details
Tiles
Content
Sort by
Group by
Choose details...
Go To
Refresh
Adobe
eader X
esktop
ath Input
Panel

7 Change the display: Click the View menu. Choose the view that you prefer, from Extra large icons to Content, which shows certain details such as the modified date and size.

tip You can also change from one view to another by continually clicking the Change your view button in the upper-right corner.

Connecting to a Wi-Fi or Cellular Network



Networks

Airplane mode: Off

Connections

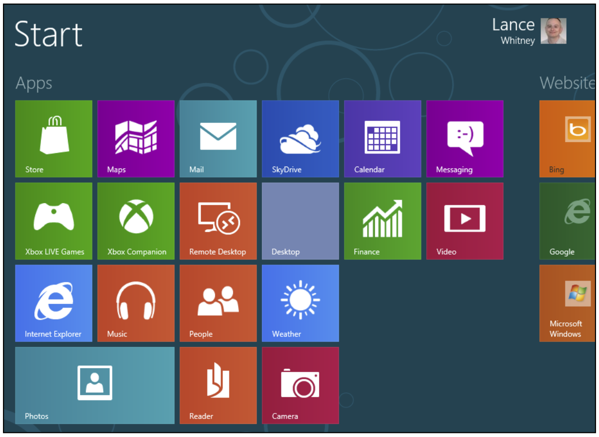
USS Enterprise Connected

Wi-Fi

- USS Enterprise
- Carp1
- Deep Space Nine
- HOME-A298
- HOME-FBF8
- Tony527
- hpsetup
- fong
- FOTTREL_Network

Mail
SkyDrive
Calen
Remote Desktop
Desktop
Financ
People
Weather
Reader
Camera

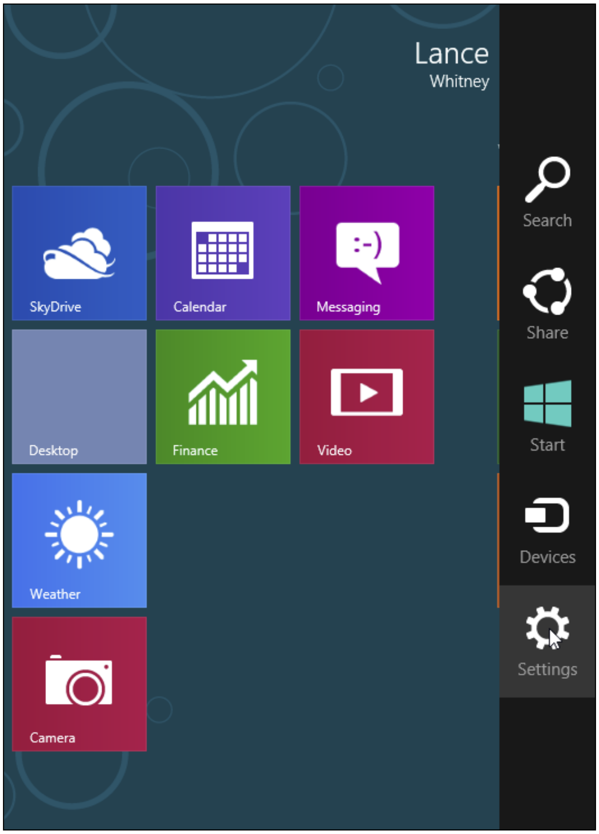
Connecting to Wi-Fi or cellular networks in previous versions of Windows could sometimes be problematic in terms of finding the right drivers and software. For Windows 8, Microsoft developed its own universal driver to help Wi-Fi and cellular hardware work in a more plug-and-play fashion. Windows 8 also offers a new panel accessible from both the Windows 8 environment and the desktop that lets you view available Wi-Fi and cellular networks. The new Networks panel lets you easily connect to any network. This task shows you how to connect to a Wi-Fi or cellular network.



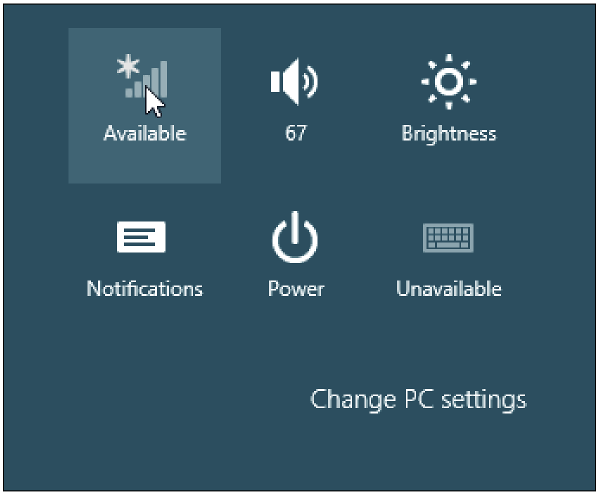
Start
Lance
Whitney
Apps
Websites
Store
Maps
Mail
SkyDrive
Calendar
Messaging
Bing
Xbox LIVE Games
Xbox Companion
Remote Desktop
Desktop
Finance
Video
Google
Internet Explorer
Music
People
Weather
Microsoft Windows
Photos
Reader
Camera

1 Launch Start screen: Open the Start screen.

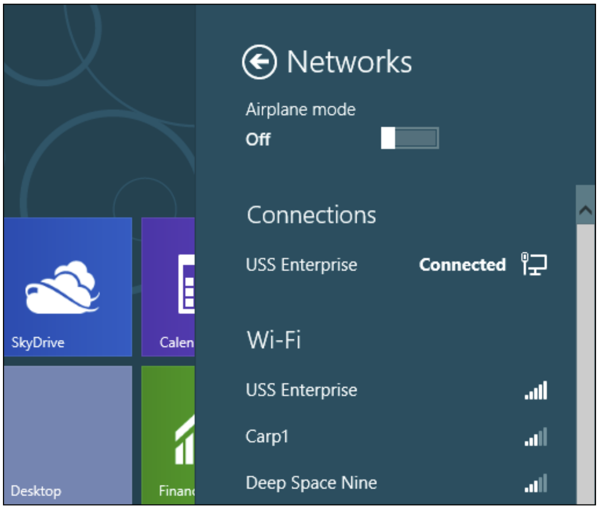
tip You can also access the Network sidebar by clicking the Wi-Fi icon in the system tray of the desktop.


Lance
Whitney
SkyDrive
Calendar
Messaging
Desktop
Finance
Video
Weather
Camera
Search
Share
Start
Devices
Settings

2 Go to Settings: Hover your mouse over the Semantic Zoom button to display the Charms bar. Click the Settings charm.


Available
67
Brightness
Notifications
Power
Unavailable
Change PC settings

3 Open the Networks panel: The icon for wireless networks displays the word Available if accessible Wi-Fi networks are in your location.


SkyDrive
Calen
Desktop
Financ

Networks

Airplane mode
Off

Connections

USS Enterprise **Connected**

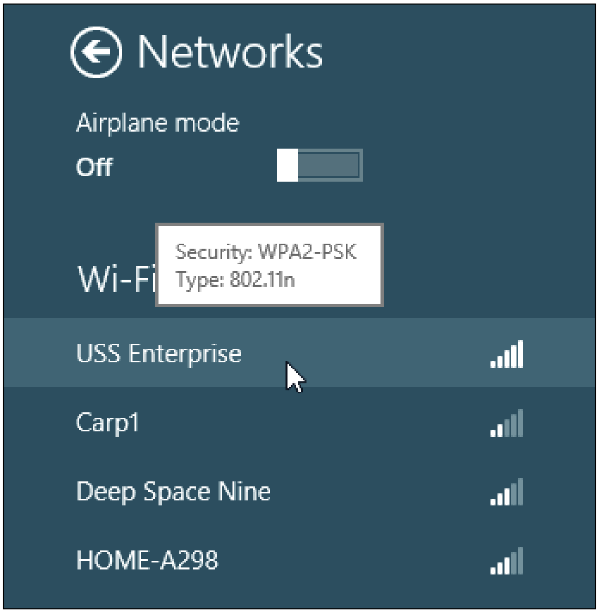
Wi-Fi

USS Enterprise

Carp1

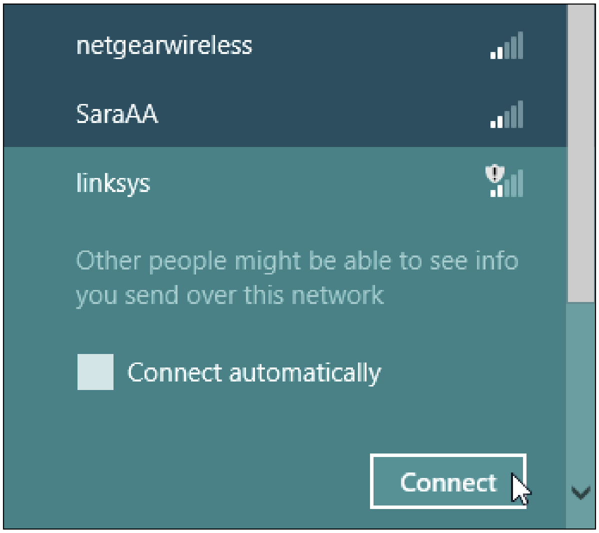
Deep Space Nine

4 View available networks: The Networks panel appears as a sidebar on the right. If the computer is already plugged into a router, the Connections section displays the name of the wired network. The Wi-Fi section displays any Wi-Fi networks that are available.


Networks
Airplane mode
Off
Wi-Fi
USS Enterprise
Carp1
Deep Space Nine
HOME-A298

Security: WPA2-PSK
Type: 802.11n

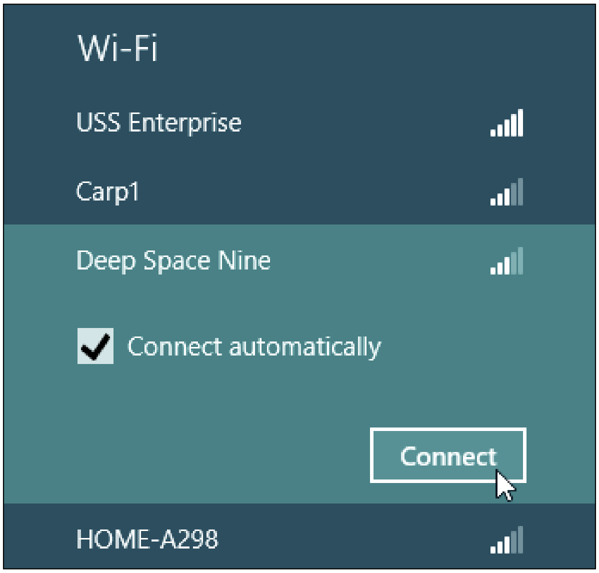
5 View details on available networks: Hover your mouse over the name of any Wi-Fi network. Windows tells you what type of security is enabled for that network.


netgearwireless
SaraAA
linksys
Connect

Other people might be able to see info you send over this network

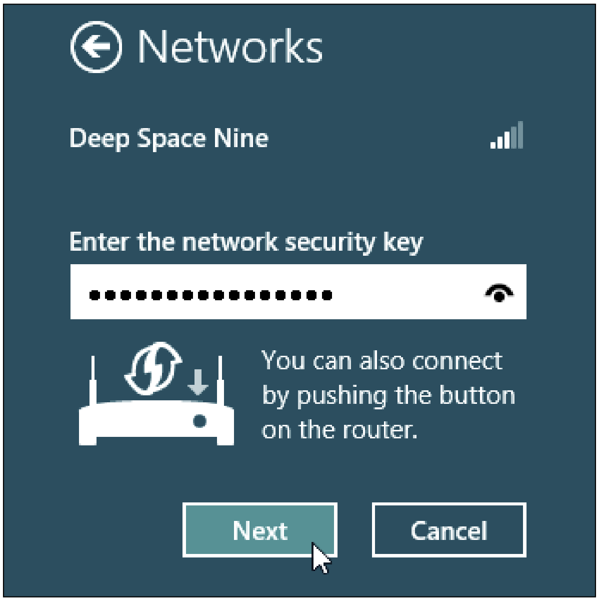
☐ Connect automatically

6 Click a network: Click the name of a Wi-Fi network. If it is an unsecured network, Windows warns you that other people might be able to see info you send over this network.


Wi-Fi
USS Enterprise
Carp1
Deep Space Nine
Connect
HOME-A298

☑ Connect automatically

7 Choose your network: Click Connect to connect to your preferred Wi-Fi network. You can also select the Connect automatically check box if you want to automatically connect to this network any time it is within range of your computer.

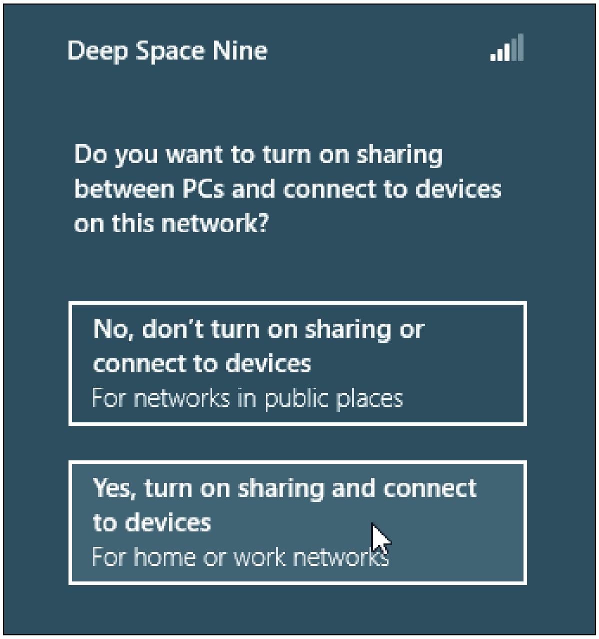

Networks
Deep Space Nine
Next
Cancel

Enter the network security key

••••••••••••••••

You can also connect by pushing the button on the router.

8 Enter the network security key: If the network is secure, Windows prompts you to enter the password or network security key. Type the key. You can click and hold down the eye icon to reveal the characters of the password to ensure that you typed them correctly. Click Next.



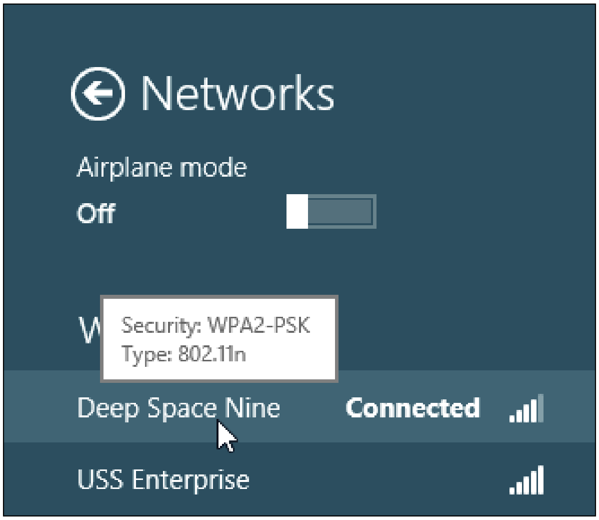
Deep Space Nine

Do you want to turn on sharing between PCs and connect to devices on this network?

No, don't turn on sharing or connect to devices
For networks in public places

Yes, turn on sharing and connect to devices
For home or work networks

9 Turn on sharing: Windows asks if you want to turn on sharing or connect to devices. Select Yes if you are connecting to a secure home or work network; select No if you are connecting to a public network.



Networks

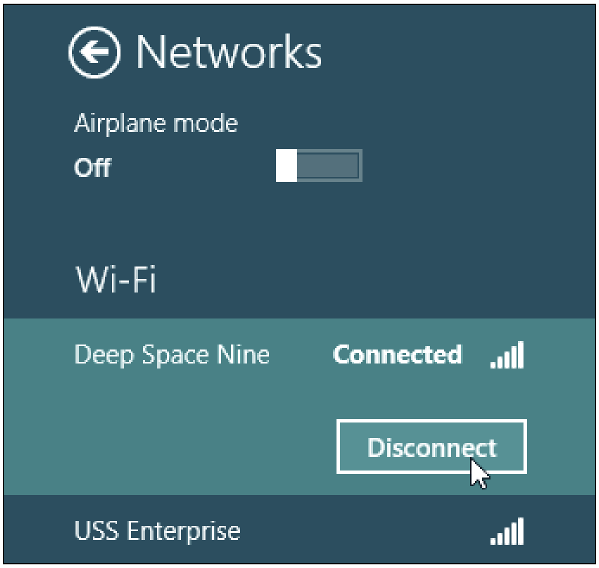
Airplane mode
Off

Security: WPA2-PSK
Type: 802.11n

Deep Space Nine Connected

USS Enterprise

10 Connection made: If the connection is successful, Connected appears next to the name of the Wi-Fi network. An icon also shows the strength of the network's signal.



Networks

Airplane mode
Off

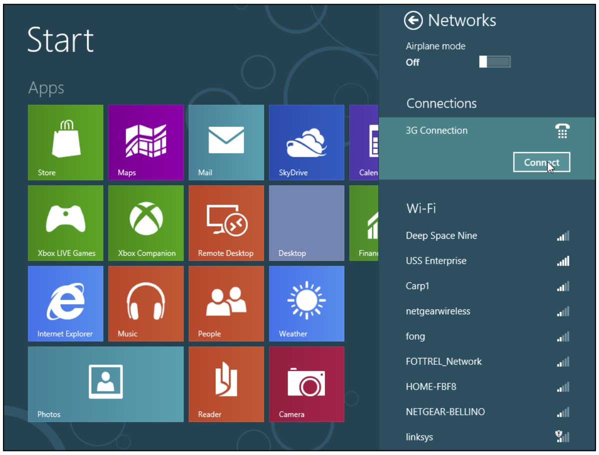
Wi-Fi

Deep Space Nine Connected

Disconnect

USS Enterprise

11 Disconnect from network: If you want to manually disconnect from the network, click the network name and click Disconnect.



Start
Apps
Store
Maps
Mail
SkyDrive
Calen
Xbox LIVE Games
Xbox Companion
Remote Desktop
Desktop
Financ
Internet Explorer
Music
People
Weather
Photos
Reader
Camera

Networks

Airplane mode
Off

Connections

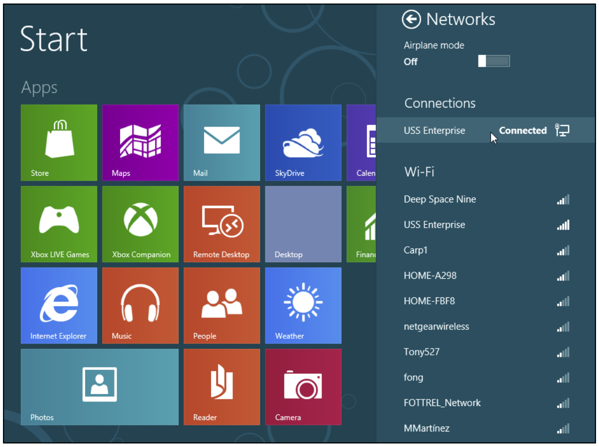
3G Connection

Connect

Wi-Fi

Deep Space Nine
USS Enterprise
Carp1
netgearwireless
fong
FOTTREL_Network
HOME-FBF8
NETGEAR-BELLINO
linksys

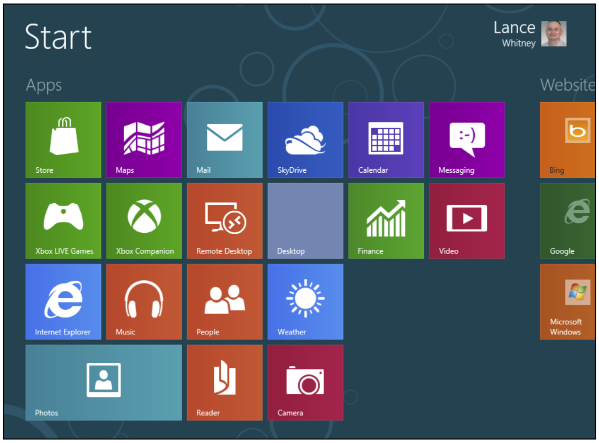
12 Connect to a 3G/4G network: Click the connection for your 3G or 4G network. Click Connect. If the connection is successful, Connected appears next to the name of the network.


Start
Apps
Store
Maps
Mail
SkyDrive
Calen
Xbox LIVE Games
Xbox Companion
Remote Desktop
Desktop
Financ
Internet Explorer
Music
People
Weather
Photos
Reader
Camera
Networks
Connections
Wi-Fi
Deep Space Nine
USS Enterprise
Carp1
HOME-A298
HOME-FBF8
netgearwireless
Tony527
fong
FOTTREL_Network
MMartínez

Airplane mode
Off

USS Enterprise Connected

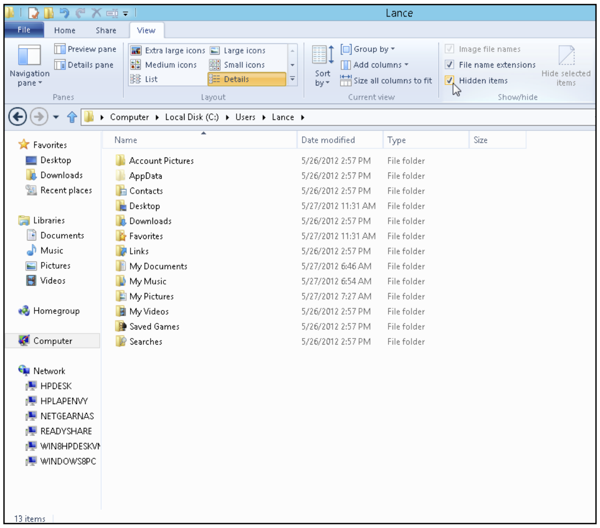
13 Access an Ethernet network: If your desktop or laptop is plugged directly into a router, then the connection should automatically be established.


Start
Lance
Whitney
Apps
Website
Store
Maps
Mail
SkyDrive
Calendar
Messaging
Bing
Xbox LIVE Games
Xbox Companion
Remote Desktop
Desktop
Finance
Video
Google
Internet Explorer
Music
People
Weather
Microsoft Windows
Photos
Reader
Camera

14 Turn off Networks sidebar: Click any empty area in the Windows 8 environment to turn off the Networks sidebar.

Quick Fix

Unhiding Files and Folders in File Explorer


Lance
File
Home
Share
View
Navigation pane
Preview pane
Details pane
Panes
Extra large icons
Large icons
Medium icons
Small icons
List
Details
Layout
Sort by
Group by
Add columns
Size all columns to fit
Current view
Hide selected items
Show/hide
Favorites
Desktop
Downloads
Recent places
Libraries
Documents
Music
Pictures
Videos
Homegroup
Computer
Network
HPDESK
HPLAPENVY
NETGEARNAS
READYSHARE
WIN8HPDESKVI
WINDOWS8PC

☐ Image file names
☑ File name extensions
☑ Hidden items

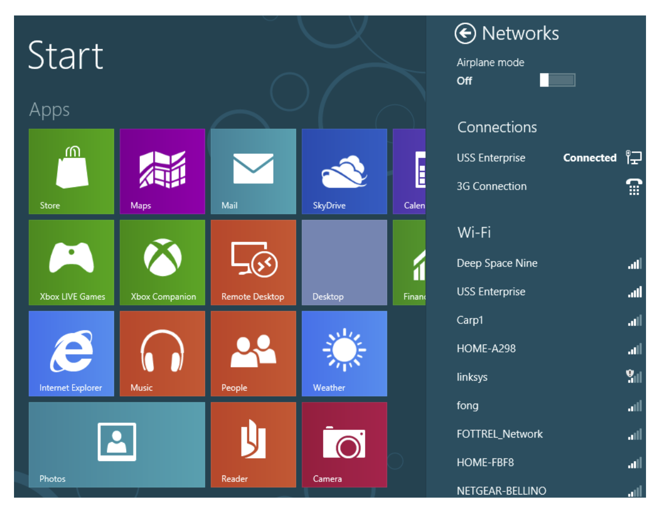
Computer ▸ Local Disk (C:) ▸ Users ▸ Lance ▸

Name	Date modified	Type	Size
Account Pictures	5/26/2012 2:57 PM	File folder	
AppData	5/26/2012 2:57 PM	File folder	
Contacts	5/26/2012 2:57 PM	File folder	
Desktop	5/27/2012 11:31 AM	File folder	
Downloads	5/26/2012 2:57 PM	File folder	
Favorites	5/27/2012 11:31 AM	File folder	
Links	5/26/2012 2:57 PM	File folder	
My Documents	5/27/2012 6:46 AM	File folder	
My Music	5/27/2012 6:54 AM	File folder	
My Pictures	5/27/2012 7:27 AM	File folder	
My Videos	5/26/2012 2:57 PM	File folder	
Saved Games	5/26/2012 2:57 PM	File folder	
Searches	5/26/2012 2:57 PM	File folder	

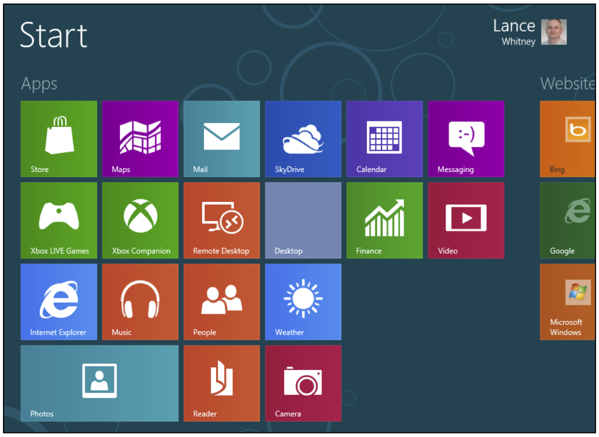
13 items

Open File Explorer. Click the View menu from the Ribbon. Select the Hidden items check box. Folders and files that are normally hidden are now visible. Deselect the check box to hide them.

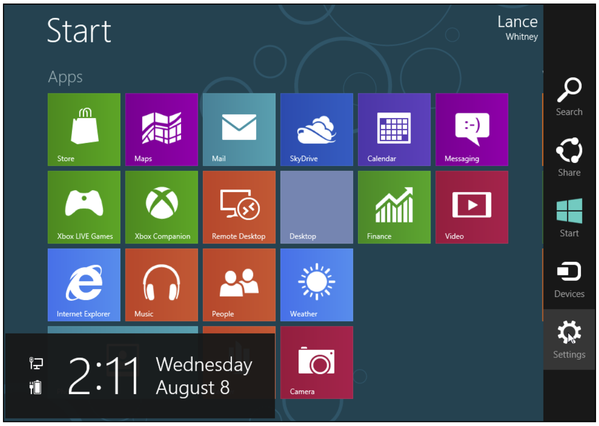
Managing a Wi-Fi or Cellular Network


Start
Apps
Store
Maps
Mail
SkyDrive
Calen
Xbox LIVE Games
Xbox Companion
Remote Desktop
Desktop
Financ
Internet Explorer
Music
People
Weather
Photos
Reader
Camera
Networks
Airplane mode
Off
Connections
USS Enterprise
Connected
3G Connection
Wi-Fi
Deep Space Nine
USS Enterprise
Carp1
HOME-A298
linksys
fong
FOTTREL_Network
HOME-FBF8
NETGEAR-BELLINO

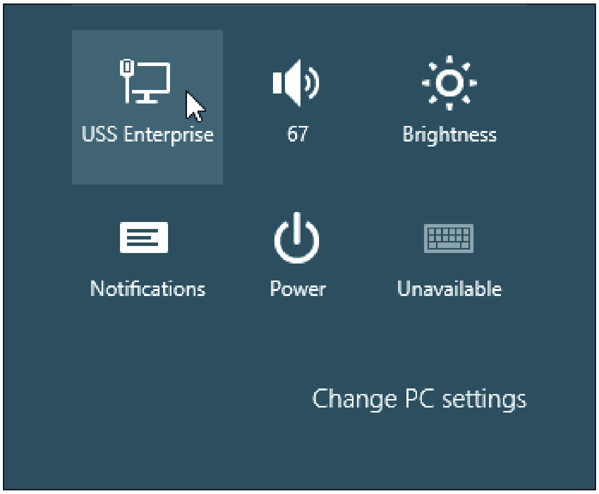
Windows 8 has several options for controlling and managing your Wi-Fi and cellular connections. You can view connection properties to check or change the security and encryption types and the network security key for your own network. You can set a network as a metered connection to keep track of how much data it is using, a handy option for cellular accounts with a limited number of monthly minutes. You can also display the estimated data use to see how many megabytes you have downloaded using a certain connection, another useful option for cellular accounts. This task shows you how to manage your Wi-Fi and cellular networks.


Start
Lance
Whitney
Apps
Website
Store
Maps
Mail
SkyDrive
Calendar
Messaging
Bing
Xbox LIVE Games
Xbox Companion
Remote Desktop
Desktop
Finance
Video
Google
Internet Explorer
Music
People
Weather
Microsoft Windows
Photos
Reader
Camera

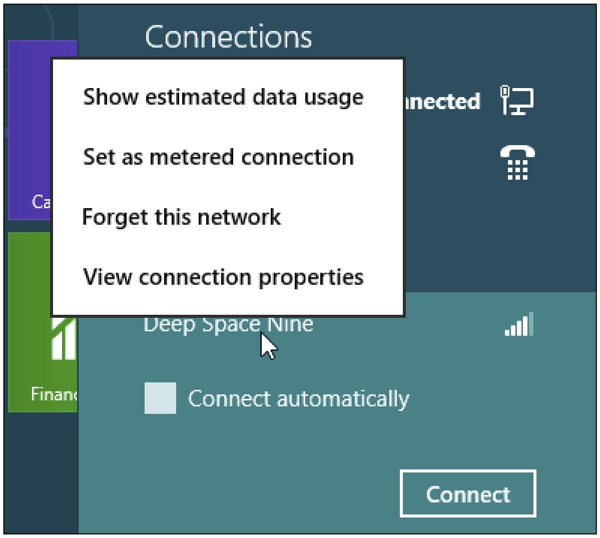
1 Launch the Start screen: Open the Start screen.


Start
Lance
Whitney
Apps
Store
Maps
Mail
SkyDrive
Calendar
Messaging
Xbox LIVE Games
Xbox Companion
Remote Desktop
Desktop
Finance
Video
Internet Explorer
Music
People
Weather
Camera
2:11
Wednesday
August 8
Search
Share
Start
Devices
Settings

2 Go to Settings: Hover your mouse over the Semantic Zoom button to display the Charms bar. Click the Settings charm.

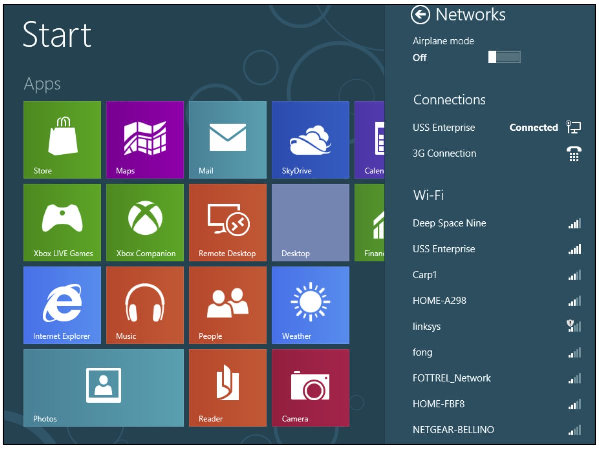

USS Enterprise
67
Brightness
Notifications
Power
Unavailable
Change PC settings

3 Open the Networks panel: The first icon for wireless networks shows that it is available if accessible networks are in your location. Click that icon.

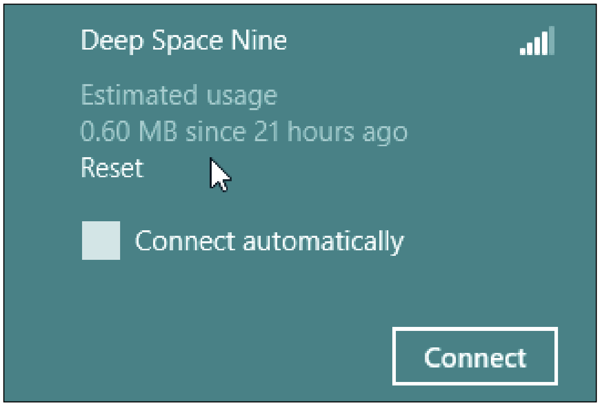

Connections
Show estimated data usage
Set as metered connection
Forget this network
View connection properties
nnected
Ca
Financ
Deep Space Nine
Connect automatically
Connect

5 View options: Right-click a network connection that you have already used in Windows 8, such as your home network. A pop-up menu with four options appears.

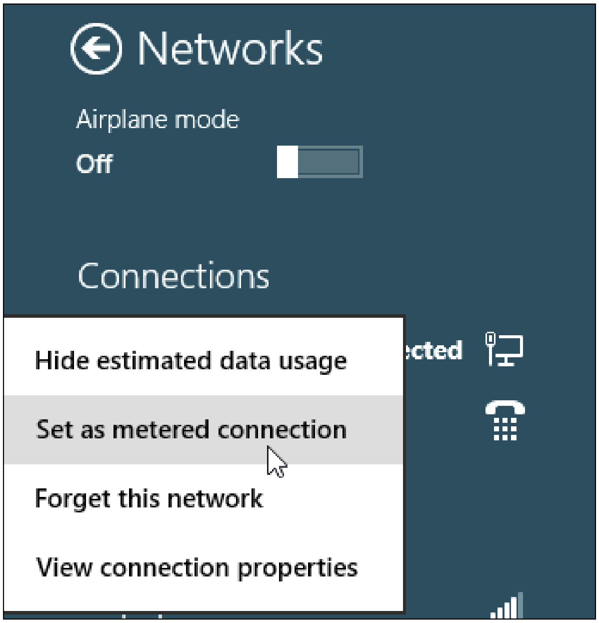
tip You can turn on Airplane mode to disable Wi-Fi and cellular access and save battery power on your laptop.


Start
Apps
Store
Maps
Mail
SkyDrive
Calen
Xbox LIVE Games
Xbox Companion
Remote Desktop
Desktop
Financ
Internet Explorer
Music
People
Weather
Photos
Reader
Camera
Networks
Airplane mode
Off
Connections
USS Enterprise
Connected
3G Connection
Wi-Fi
Deep Space Nine
USS Enterprise
Carp1
HOME-A298
linksys
fong
FOTTREL_Network
HOME-FBF8
NETGEAR-BELLINO

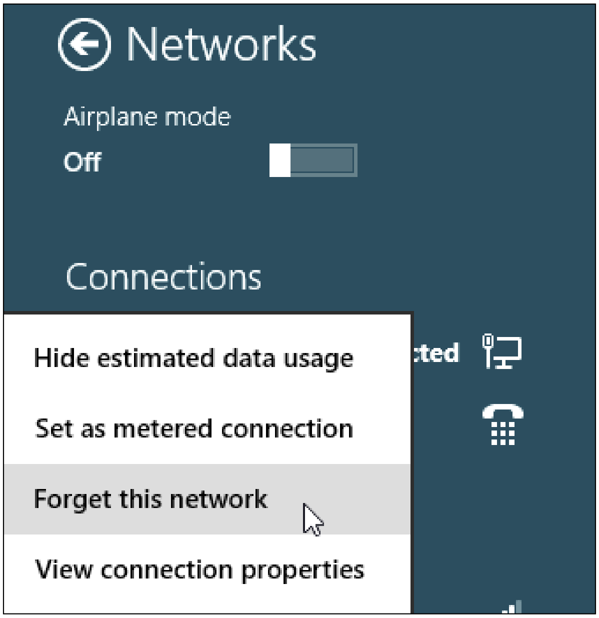
4 View available networks: The Networks panel displays as a sidebar on the right. The Connections section displays any available connected wired network and any 3G/4G connections. The Wi-Fi section displays available Wi-Fi networks.


Deep Space Nine
Estimated usage
0.60 MB since 21 hours ago
Reset
Connect automatically
Connect

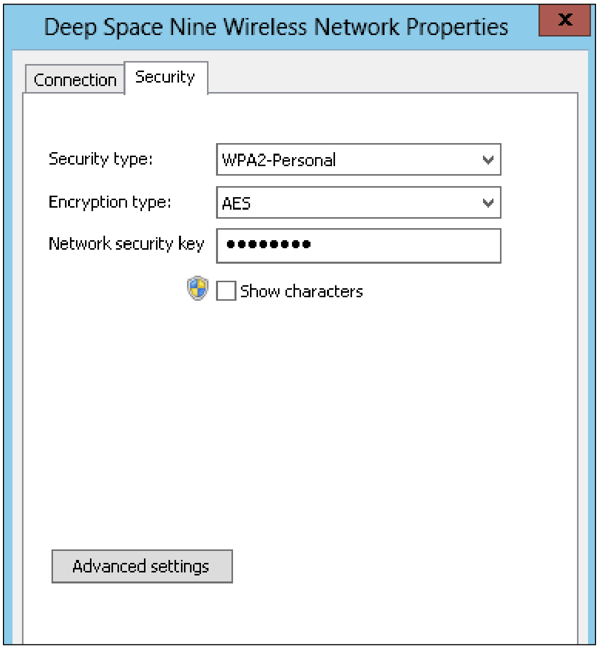
6 Show estimated data usage: Click Show estimated data usage. Estimated usage appears showing how many megabytes of data have been used over a certain period. You can click Reset to set the estimated usage counter back to zero. To hide the data usage, right-click the network again and click Hide estimated data usage.


Networks
Airplane mode
Off
Connections
Hide estimated data usage
Set as metered connection
Forget this network
View connection properties
cted

7 Set as metered connection: Click Set as metered connection if you want to limit the amount of usage on this network. This means that certain noncritical Windows updates and other software are deferred until you are on a nonmetered connection. Therefore, you may want to set your 3G or 4G connection as a metered connection to reduce the amount of data that gets downloaded. To turn off the metered connection, right-click the network and click Set as nonmetered connection.


Networks
Airplane mode
Off
Connections
Hide estimated data usage
Set as metered connection
Forget this network
View connection properties
ted

8 Forget this network: Click Forget this network for a network that you do not need to connect to again. Forgetting the network removes the stored information for the network security key.


Deep Space Nine Wireless Network Properties

Security type: WPA2-Personal

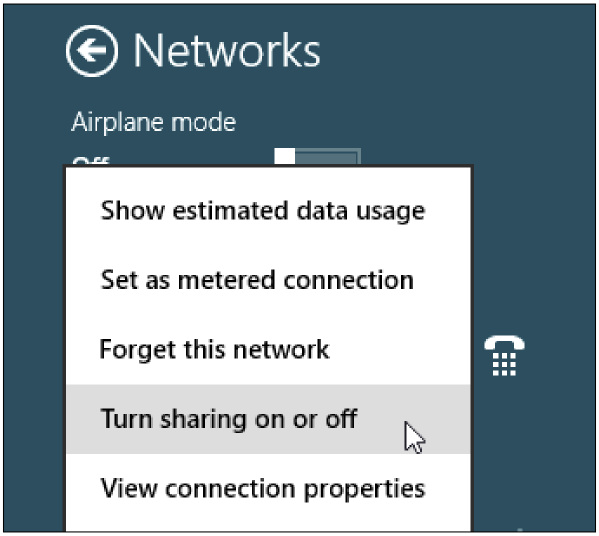
Encryption type: AES

Network security key ••••••••

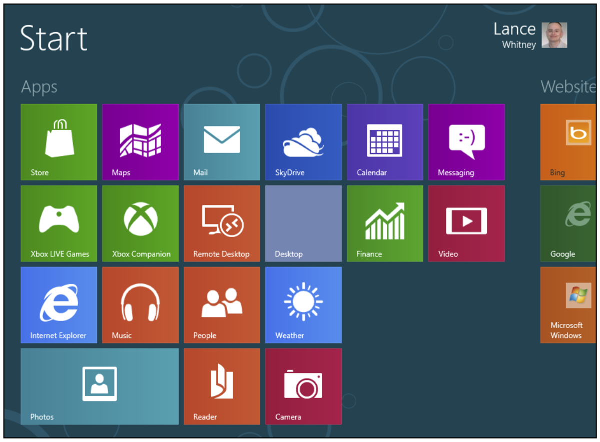
☐ Show characters

Connection
Security
Advanced settings

9 View connection properties: Click View connection properties to open the Windows desktop and display the network's security and encryption types and security key, which gives you the ability to change the security key if necessary.


Networks
Airplane mode
Show estimated data usage
Set as metered connection
Forget this network
Turn sharing on or off
View connection properties

10 Turn sharing on or off: This option appears on the right-click pop-up menu for any live connections. Click Turn sharing on or off if you want to change the network's current sharing setting.

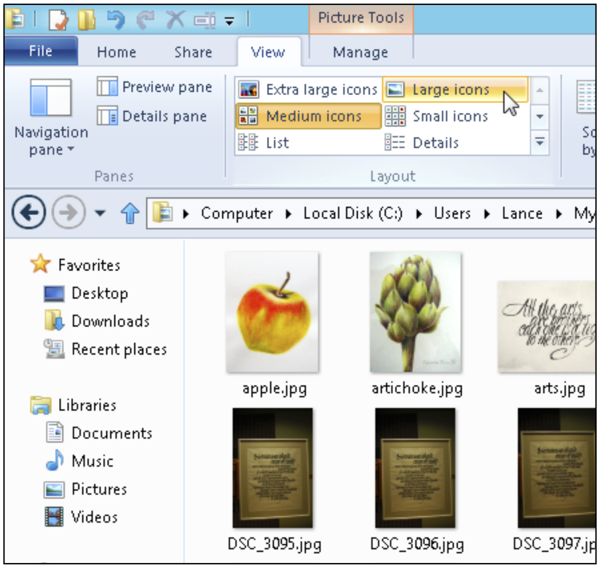

Start
Lance
Whitney
Apps
Website
Store
Maps
Mail
SkyDrive
Calendar
Messaging
Bing
Xbox LIVE Games
Xbox Companion
Remote Desktop
Desktop
Finance
Video
Google
Internet Explorer
Music
People
Weather
Microsoft Windows
Photos
Reader
Camera

11 Turn off Networks sidebar: Click any empty area in the Start page to turn off the Networks sidebar.

tip You can access the Networks sidebar by clicking the Wi-Fi icon in the system tray of the desktop.

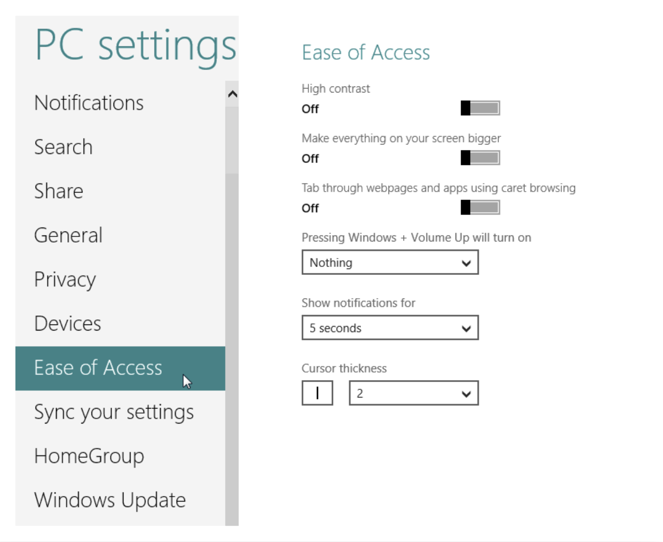
Quick Fix

Changing the View in File Explorer


Picture Tools
File
Home
Share
View
Manage
Navigation pane
Preview pane
Details pane
Panes
Extra large icons
Large icons
Medium icons
Small icons
List
Details
Layout
Computer
Local Disk (C:)
Users
Lance
Favorites
Desktop
Downloads
Recent places
Libraries
Documents
Music
Pictures
Videos
apple.jpg
artichoke.jpg
arts.jpg
DSC_3095.jpg
DSC_3096.jpg

Open File Explorer. Click the View menu from the Ribbon. Hover your mouse over the different views — Extra large icons, Large icons, Medium icons, Small icons, List, Details, Tiles, and Content — to preview the different views. Click the bottom scroll arrow to see the Tiles and Content views. Click the view you want to use for your current folder.

Setting Ease of Access Features



PC settings

Ease of Access

High contrast
Off

Make everything on your screen bigger
Off

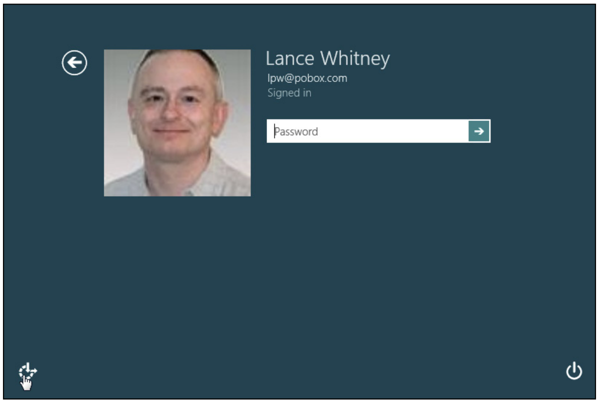
Tab through webpages and apps using caret browsing
Off

Pressing Windows + Volume Up will turn on
Nothing

Show notifications for
5 seconds

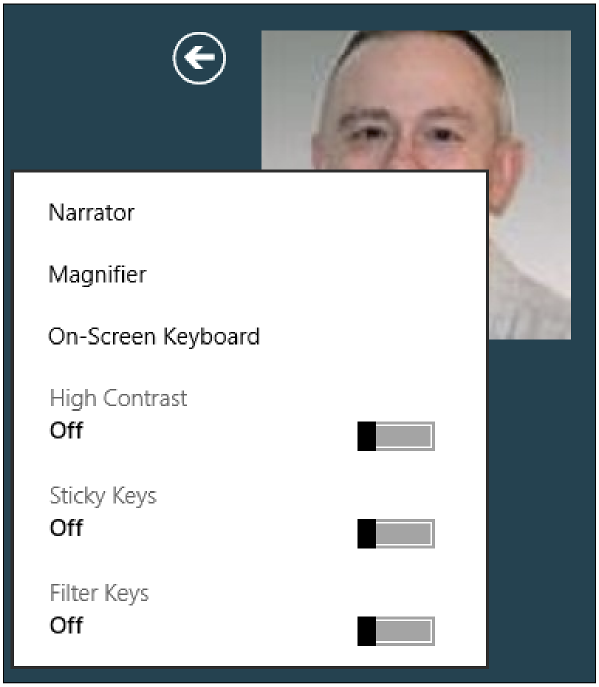
Cursor thickness
2

Windows 8 offers certain Ease of Access features aimed especially at people who have poor eyesight or other difficulties with their vision. These features are designed to change certain colors, enlarge the content, and enable an audio narrator. Other Ease of Access features include an on-screen keyboard and a magnifier. Sticky keys let you press one key at a time for key combinations rather than having to press both keys at the same time. And filter keys ignore additional presses of the same key. You can enable Ease of Access features at the login screen or in the PC Settings screen, though both screens show slightly different features. This task explains how to enable the Ease of Access features.



Lance Whitney
lpw@pobox.com
Signed in

1 Enable Ease of Access at login: Boot up Windows 8. At the Lock screen, press any key on your keyboard to access the login screen. At the login screen, an Ease of Access icon appears in the lower-left corner.


Narrator

Magnifier

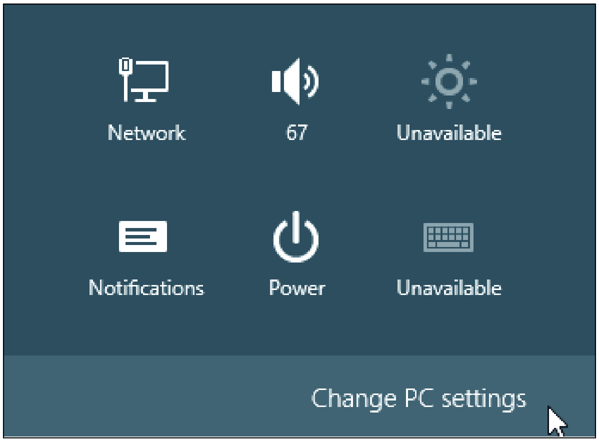
On-Screen Keyboard

High Contrast
Off

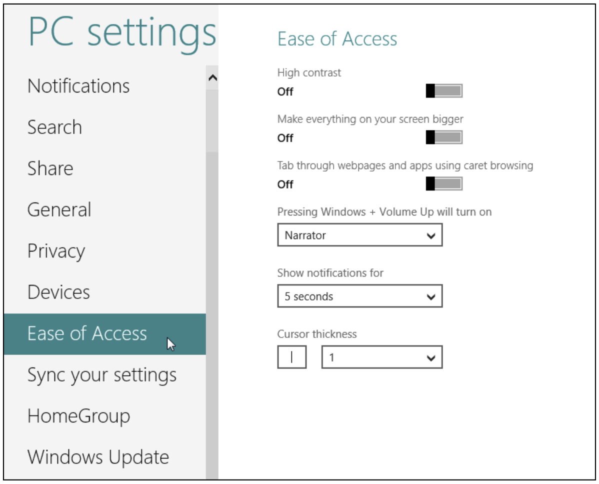
Sticky Keys
Off

Filter Keys
Off

2 Click the Ease of Access icon: A menu with the following items appears: Narrator, Magnifier, On-Screen Keyboard, High Contrast, Sticky Keys, and Filter Keys. The Narrator begins speaking to introduce you to and explain each feature. To enable the Narrator, Magnifier, or On-Screen Keyboard, click the feature. To turn on High Contrast, Sticky Keys, or Filter Keys, move the black box on the horizontal bar to the right.


Network
67
Unavailable
Notifications
Power
Unavailable
Change PC settings

3 Enable Ease of Access through PC Settings: You can enable or disable each Ease of Access feature after you log in to Windows. At the Start screen, click the Semantic Zoom button in the lower left to display the Charms bar. Click the Settings Charm. Click the Change PC Settings link at the bottom of the sidebar.


PC settings
Notifications
Search
Share
General
Privacy
Devices
Ease of Access
Sync your settings
HomeGroup
Windows Update

Ease of Access

High contrast
Off

Make everything on your screen bigger
Off

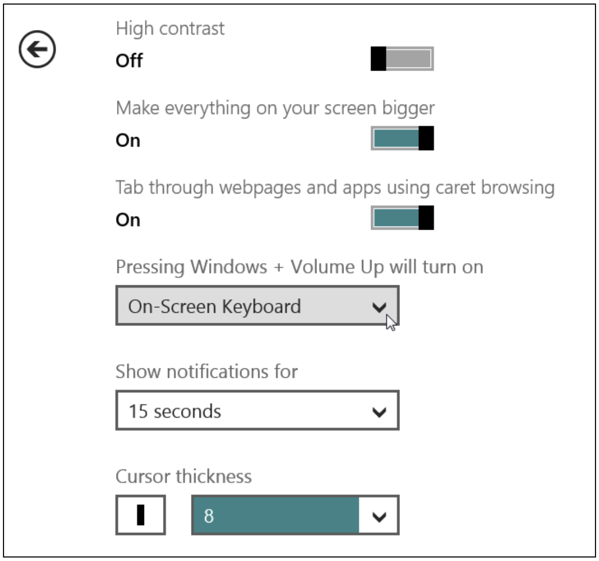
Tab through webpages and apps using caret browsing
Off

Pressing Windows + Volume Up will turn on
Narrator

Show notifications for
5 seconds

Cursor thickness
1

4 Click Ease of Access: In the PC Settings screen, click Ease of Access. Options appear for High contrast, Make everything on your screen bigger, and Tab through web pages and apps using caret browsing. Another option lets you control what happens when you press the Windows key and the Volume Up key. A Notifications option determines how long a notification appears on the screen, and a Cursor thickness option controls the width of the cursor.



High contrast
Off

Make everything on your screen bigger
On

Tab through webpages and apps using caret browsing
On

Pressing Windows + Volume Up will turn on
On-Screen Keyboard

Show notifications for
15 seconds

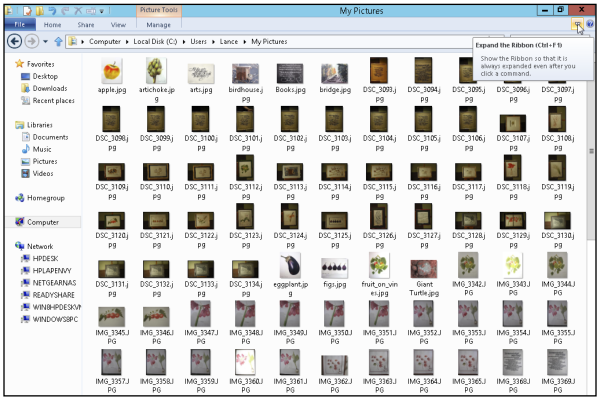
Cursor thickness
8

5 Enable your settings: You can turn on any of the first three options by moving the black box on the horizontal bar to the right. You can customize the other three options by setting a specific value. After you set the appropriate options, you can close the PC Settings window by clicking any empty area of the Start screen.

tip Caret browsing lets you use the Home, End, Page Up, Page Down, the arrow keys, and Tab to navigate many web pages.

Quick Fix

Disabling the File Explorer Ribbon

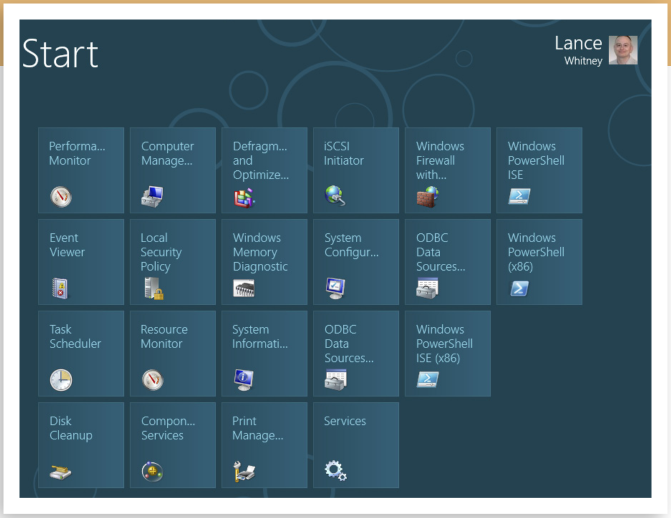


Expand the Ribbon (Ctrl+F1)
Show the Ribbon so that it is always expanded even after you click a command.

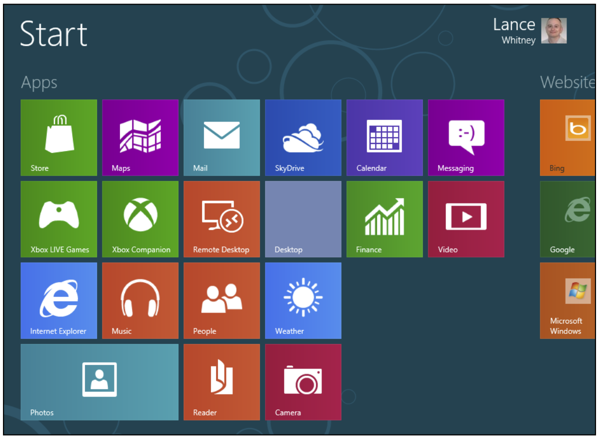
Picture Tools
My Pictures
File
Home
Share
View
Manage
Computer ▸ Local Disk (C:) ▸ Users ▸ Lance ▸ My Pictures
Favorites
Desktop
Downloads
Recent places
Libraries
Documents
Music
Pictures
Videos
Homegroup
Computer
Network

Open File Explorer. Click the Minimize the Ribbon icon (the up arrow to the left of the question mark icon). The Ribbon closes and remains closed so that only the Menu names are visible. Click the same icon, which is now Expand the Ribbon, to reenable the Ribbon.

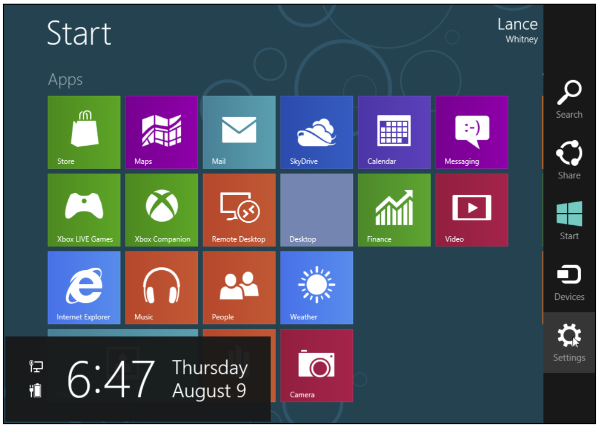
Displaying Administrative Tools


Start
Lance
Whitney
Performa... Monitor
Computer Manage...
Defragm... and Optimize...
iSCSI Initiator
Windows Firewall with...
Windows PowerShell ISE
Event Viewer
Local Security Policy
Windows Memory Diagnostic
System Configur...
ODBC Data Sources...
Windows PowerShell (x86)
Task Scheduler
Resource Monitor
System Informati...
ODBC Data Sources...
Windows PowerShell ISE (x86)
Disk Cleanup
Compon... Services
Print Manage...
Services

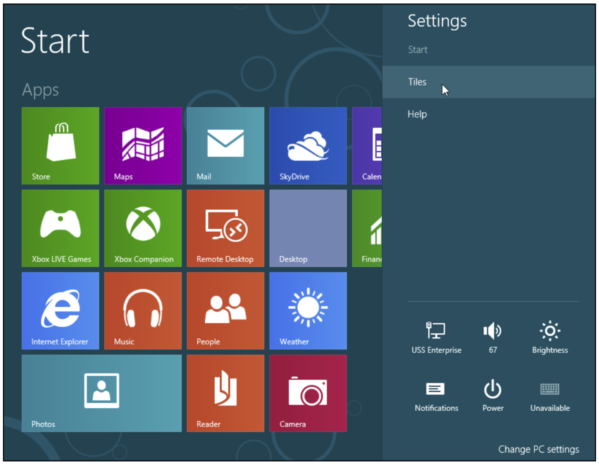
The Windows 8 Administrative Tools are a collection of system tools and features. Some of them are tools you may never use. But others can come in handy at times, especially when you need to troubleshoot problems, check on your Windows configuration, or run diagnostics. Some of the most useful tools include System Information, Disk Cleanup, System Configuration, Computer Management, and Windows Memory Diagnostic. By default, the Administrative Tools do not appear on the Windows Start screen, so they are not easily accessible. But you can quickly add them to the Start screen. This task shows you how to display the Administrative Tools on the Start screen.


Start
Lance
Whitney
Apps
Website
Store
Maps
Mail
SkyDrive
Calendar
Messaging
Bing
Xbox LIVE Games
Xbox Companion
Remote Desktop
Desktop
Finance
Video
Google
Internet Explorer
Music
People
Weather
Microsoft Windows
Photos
Reader
Camera

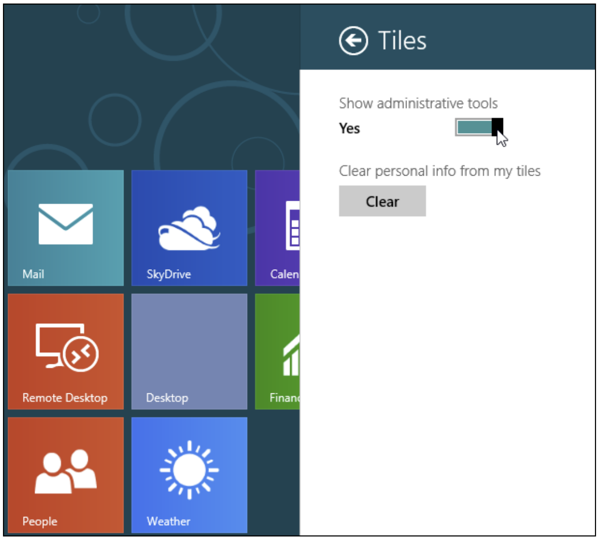
1 Access Start screen: Open the Start screen.


Start
Lance
Whitney
Apps
Store
Maps
Mail
SkyDrive
Calendar
Messaging
Xbox LIVE Games
Xbox Companion
Remote Desktop
Desktop
Finance
Video
Internet Explorer
Music
People
Weather
Camera
6:47
Thursday
August 9
Search
Share
Start
Devices
Settings

2 Display Charms bar: Hover your mouse over the Semantic Zoom button in the lower-right corner to display the Charms bar.


Start
Apps
Store
Maps
Mail
SkyDrive
Calen
Xbox LIVE Games
Xbox Companion
Remote Desktop
Desktop
Finan
Internet Explorer
Music
People
Weather
Photos
Reader
Camera
Settings
Start
Tiles
Help
USS Enterprise
67
Brightness
Notifications
Power
Unavailable
Change PC settings

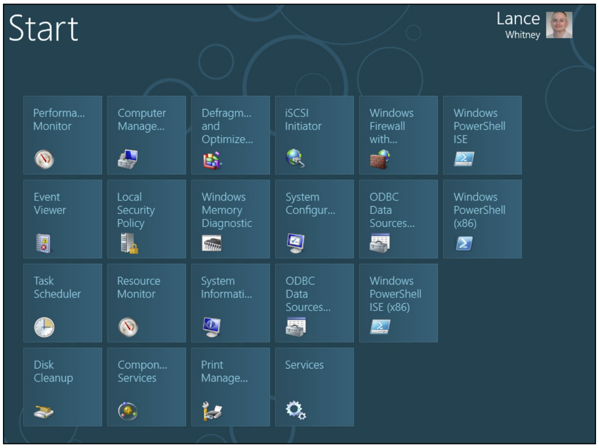
3 Open Settings: Click the Settings charm. Click the Tiles link at the top of the menu under the word Start.


Tiles
Mail
SkyDrive
Calen
Remote Desktop
Desktop
Financ
People
Weather
Clear

Show administrative tools
Yes

Clear personal info from my tiles

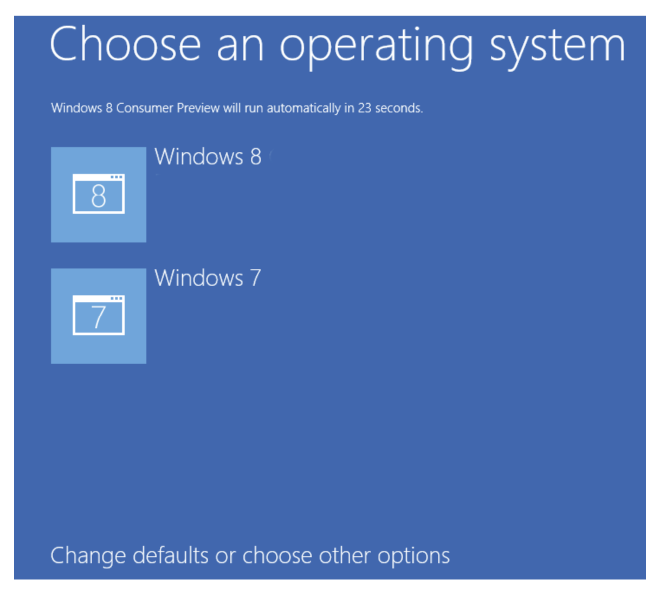
4 Turn on administrative tools: Move the white square on the bar under Show administrative tools to the right so it says Yes.


Start
Lance
Whitney
Performa... Monitor
Computer Manage...
Defragm... and Optimize...
iSCSI Initiator
Windows Firewall with...
Windows PowerShell ISE
Event Viewer
Local Security Policy
Windows Memory Diagnostic
System Configur...
ODBC Data Sources...
Windows PowerShell (x86)
Task Scheduler
Resource Monitor
System Informati...
ODBC Data Sources...
Windows PowerShell ISE (x86)
Disk Cleanup
Compon... Services
Print Manage...
Services

5 Return to Start screen: Click any empty area of the Start screen to turn off the sidebar. Scroll to the right on the Start screen until you see all the individual tiles for the administrative tools.

tip The Administrative Tools tiles are not organized, so you may want to create and name a separate group to better arrange them.

Dual-Booting with Another Version of Windows

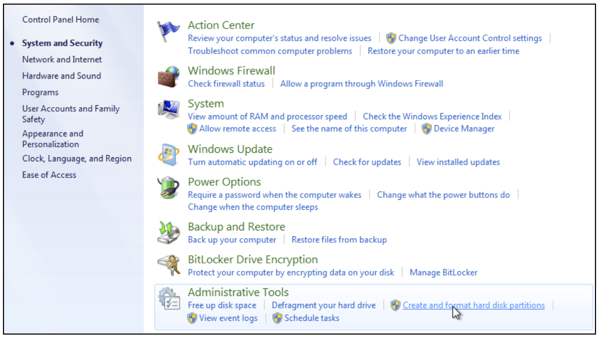


Choose an operating system

Windows 8 Consumer Preview will run automatically in 23 seconds.

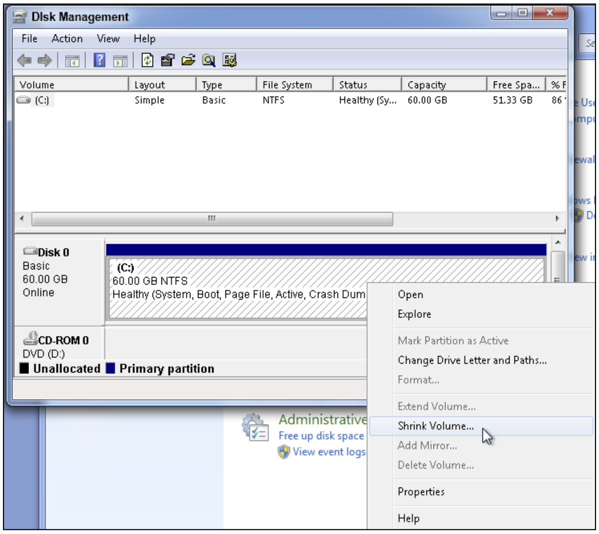
Windows 8
8
Windows 7
7
Change defaults or choose other options

You can install Windows 8 on a computer without replacing your current version of Windows. This process allows you to dual-boot Windows 8 with a previous version of Windows, so you have the option of loading either one. This is a good way to test Windows 8 on an existing computer without losing access to Windows 7, Vista, or XP. When your computer boots up, Windows 8 displays a boot menu that lets you select which version of Windows to load. This task explains how to set up and dual-boot Windows 8 with another version of Windows.



Control Panel Home
System and Security
Network and Internet
Hardware and Sound
Programs
User Accounts and Family Safety
Appearance and Personalization
Clock, Language, and Region
Ease of Access
Action Center
Review your computer's status and resolve issues
Change User Account Control settings
Troubleshoot common computer problems
Restore your computer to an earlier time
Windows Firewall
Check firewall status
Allow a program through Windows Firewall
System
View amount of RAM and processor speed
Check the Windows Experience Index
Allow remote access
See the name of this computer
Device Manager
Windows Update
Turn automatic updating on or off
Check for updates
View installed updates
Power Options
Require a password when the computer wakes
Change what the power buttons do
Change when the computer sleeps
Backup and Restore
Back up your computer
Restore files from backup
BitLocker Drive Encryption
Protect your computer by encrypting data on your disk
Manage BitLocker
Administrative Tools
Free up disk space
Defragment your hard drive
Create and format hard disk partitions
View event logs
Schedule tasks

1 Open Disk Management: Free up space on your hard drive to install Windows 8. For this example, Windows 7 is used. Open Control Panel. Click System and Security. In the Administrative tools section, click Create and format hard disk partitions.


Disk Management
File Action View Help
Open
Explore
Mark Partition as Active
Change Drive Letter and Paths...
Format...
Extend Volume...
Shrink Volume...
Add Mirror...
Delete Volume...
Properties
Help
Administrative
Free up disk space
View event logs

Volume	Layout	Type	File System	Status	Capacity	Free Spa...	% F
(C:)	Simple	Basic	NTFS	Healthy (Sy...	60.00 GB	51.33 GB	86

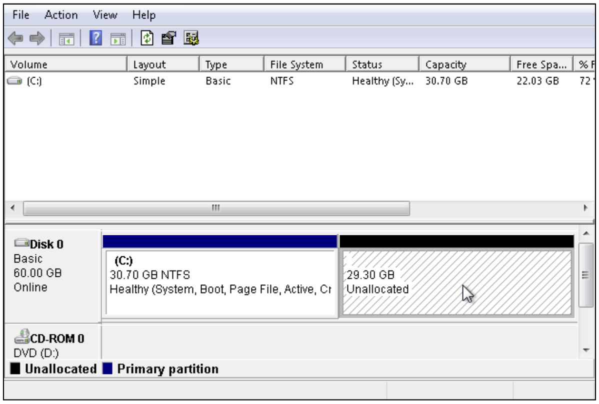
Disk 0
Basic
60.00 GB
Online

(C:)
60.00 GB NTFS
Healthy (System, Boot, Page File, Active, Crash Dum

CD-ROM 0
DVD (D:)

■ Unallocated ■ Primary partition

2 Select your primary partition: In the Disk Management window, right-click your primary partition, typically your main hard drive, and select Shrink Volume from the pop-up menu.


File Action View Help

Volume	Layout	Type	File System	Status	Capacity	Free Spa...	% F
(C:)	Simple	Basic	NTFS	Healthy (Sy...	30.70 GB	22.03 GB	72

Disk 0
Basic
60.00 GB
Online

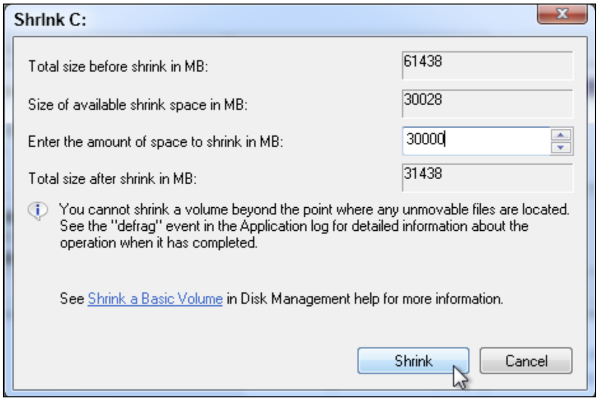
(C:)
30.70 GB NTFS
Healthy (System, Boot, Page File, Active, Cr

29.30 GB
Unallocated

CD-ROM 0
DVD (D:)

■ Unallocated ■ Primary partition

4 Check the drive: After the shrink process is complete a new partition showing the amount of free, or unallocated, space appears.

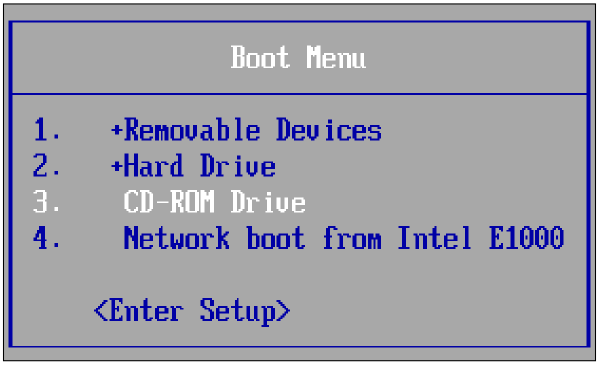

Shrink C:
Shrink
Cancel

Total size before shrink in MB: 61438
Size of available shrink space in MB: 30028
Enter the amount of space to shrink in MB: 30000
Total size after shrink in MB: 31438

You cannot shrink a volume beyond the point where any unmovable files are located. See the "defrag" event in the Application log for detailed information about the operation when it has completed.

See Shrink a Basic Volume in Disk Management help for more information.

3 Create free space: Type a number in the Enter the amount of space to shrink in MB field. At least 16GB of space are needed for the 32-bit version of Windows 8 and 20GB for the 64-bit version. If you plan to install applications and add files, add more free space. Assuming you have enough space, type a number ranging from 30 to 50GB, which is 30,000 to 50,000MB, and then click Shrink.

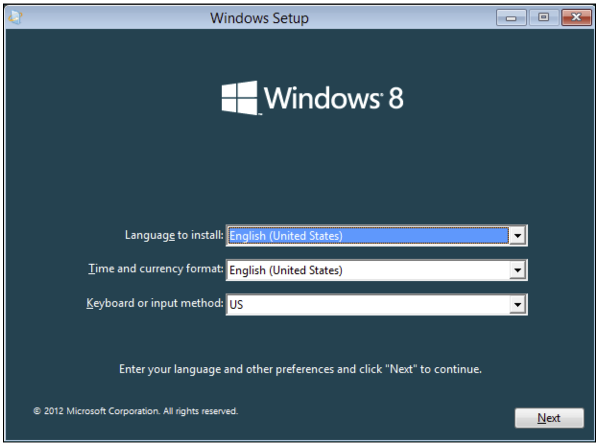


Boot Menu

1. +Removable Devices
2. +Hard Drive
3. CD-ROM Drive
4. Network boot from Intel E1000

<Enter Setup>

5 Reboot your computer: Insert your Windows 8 installation disc and reboot your computer. Press the appropriate key to boot off your CD-ROM/DVD drive. When you see the Boot Menu, select the CD-ROM/DVD drive option. A message appears telling you to Press any key to boot from CD or DVD. Press any key on your keyboard. The Windows 8 installation loads from the disc.



Language to install: English (United States)

Time and currency format: English (United States)

Keyboard or input method: US

Enter your language and other preferences and click "Next" to continue.

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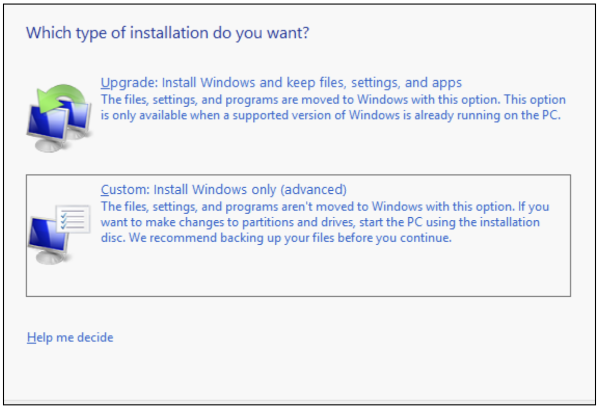
6 Install Windows 8: Select the options for language, time, and keyboard input. Click Next. Click Install now. Type the product key. Click Next. Accept the license terms. Click Next.

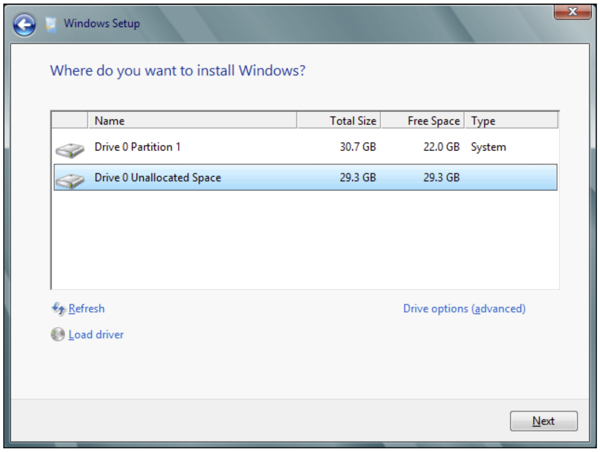


Which type of installation do you want?

Upgrade: Install Windows and keep files, settings, and apps
The files, settings, and programs are moved to Windows with this option. This option is only available when a supported version of Windows is already running on the PC.

Custom: Install Windows only (advanced)
The files, settings, and programs aren't moved to Windows with this option. If you want to make changes to partitions and drives, start the PC using the installation disc. We recommend backing up your files before you continue.

7 Choose custom install: A window appears asking which type of installation you want. Select the Custom: Install Windows only (advanced) option.

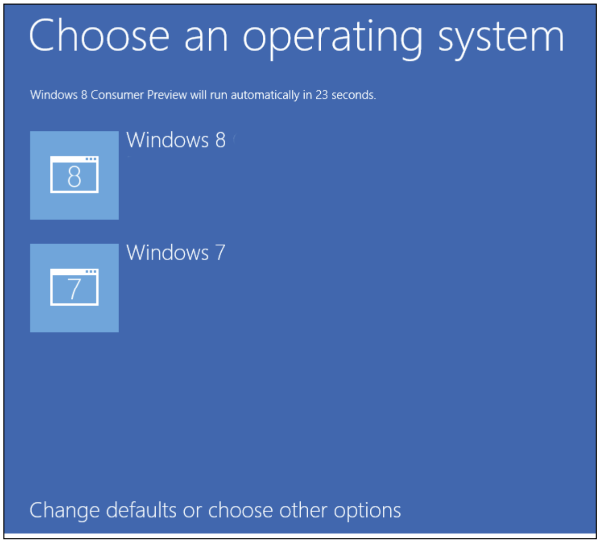


Where do you want to install Windows?

Name	Total Size	Free Space	Type
Drive 0 Partition 1	30.7 GB	22.0 GB	System
Drive 0 Unallocated Space	29.3 GB	29.3 GB	

8 Choose where to install Windows 8: The next window asks where you want to install Windows 8. Select the Unallocated Space drive. Click Next. Windows 8 installs and then lets you personalize it.

tip You must choose Windows 8 as the default OS to see the Windows 8 boot menu.



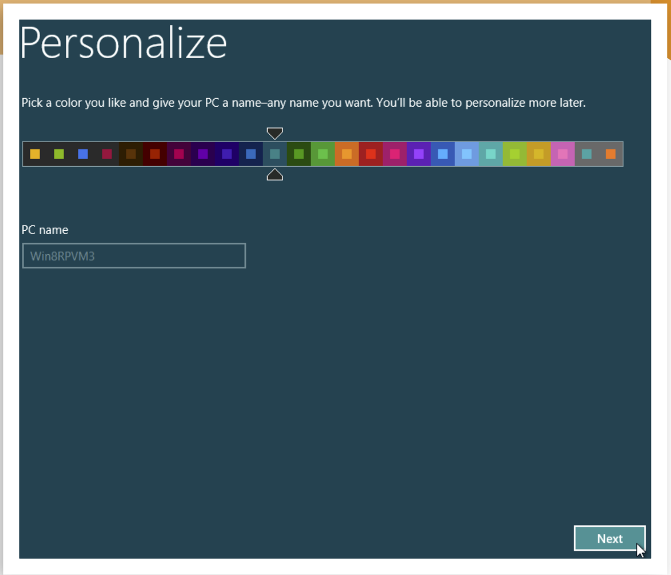
Choose an operating system

Windows 8 Consumer Preview will run automatically in 23 seconds.

Change defaults or choose other options

9 Choose Windows from the boot menu: Each time you boot your PC, the Windows 8 boot menu appears. The boot menu offers a choice to load Windows 8 or your previous version of Windows. Click the version of Windows that you want to load.

Setting Up Windows 8 after Installation



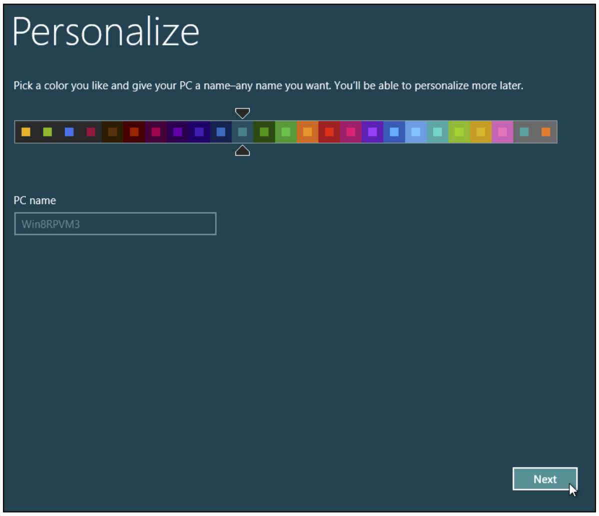
Personalize

Pick a color you like and give your PC a name–any name you want. You'll be able to personalize more later.

PC name

Win8RPVM3

After you install Windows 8, a setup process runs that enables you to personalize your Windows environment. The setup process lets you choose a background color for Windows, a name for your PC, and a wireless network if you are using a laptop or a desktop with a wireless connection. Further, you can choose to use Express settings to set the default options for a range of settings, or you can customize each setting. Using the Express settings is a quicker option, but customizing each setting individually gives you more granular control over each one. This task explains how to set up Windows 8 after it has been installed.



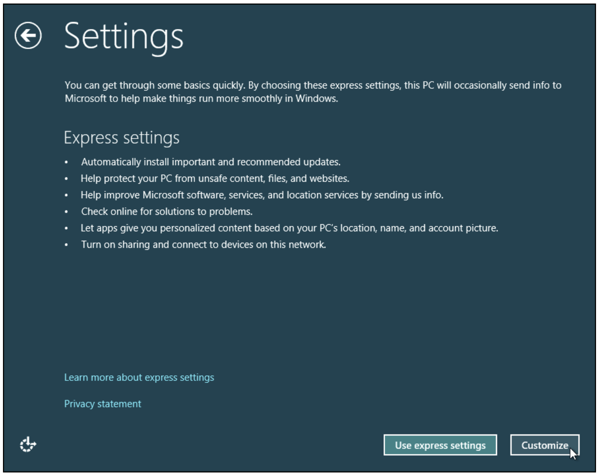
Personalize

Pick a color you like and give your PC a name–any name you want. You'll be able to personalize more later.

PC name

Win8RPVM3

1 **Chose the color and PC name:** The first screen to appear is called Personalize. Choose the background color that you want to appear in Windows. Type the name that you want to assign to your PC. Click Next.

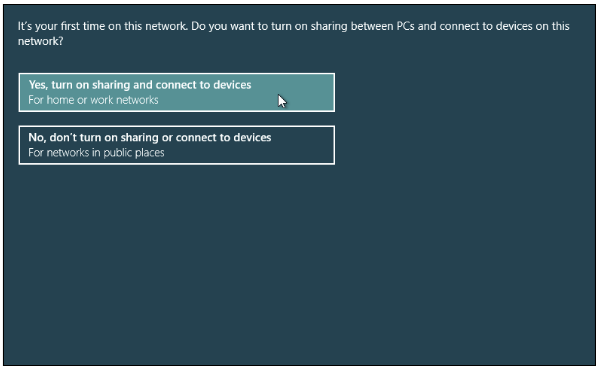


You can get through some basics quickly. By choosing these express settings, this PC will occasionally send info to Microsoft to help make things run more smoothly in Windows.

Express settings

- Automatically install important and recommended updates.
- Help protect your PC from unsafe content, files, and websites.
- Help improve Microsoft software, services, and location services by sending us info.
- Check online for solutions to problems.
- Let apps give you personalized content based on your PC's location, name, and account picture.
- Turn on sharing and connect to devices on this network.

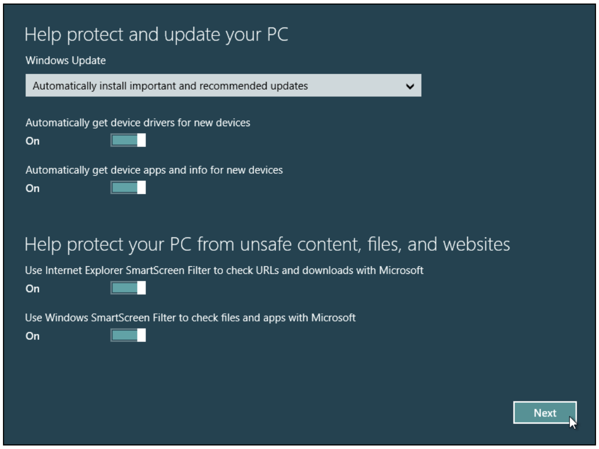
2 Configure settings: On a laptop, a Wireless screen appears asking if you want to connect to a Wi-Fi network. Click Connect and type your network password, or skip this step. After you connect, or if you skip this step, the next screen asks if you want to use Express settings to set up your PC or if you want to customize each option. If you are comfortable with Express settings, click Use express settings; otherwise click Customize.



It's your first time on this network. Do you want to turn on sharing between PCs and connect to devices on this network?

Yes, turn on sharing and connect to devices
For home or work networks
No, don't turn on sharing or connect to devices
For networks in public places

3 Turn on sharing: If you clicked Customize, the next screen asks if you want to turn on sharing and connect to devices on your home network. If this is a home network, you can click that option. Click Next. If you clicked Express settings instead of Customize, the next screen to appear asks you to Sign in to your PC, as described in Step 7.



Help protect and update your PC

Windows Update

Automatically install important and recommended updates

Automatically get device drivers for new devices
On

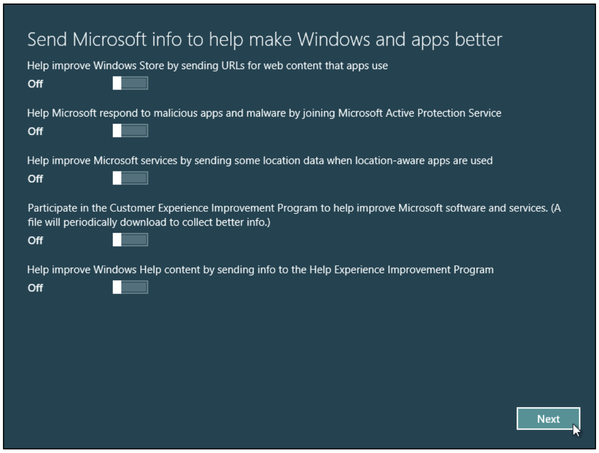
Automatically get device apps and info for new devices
On

Help protect your PC from unsafe content, files, and websites

Use Internet Explorer SmartScreen Filter to check URLs and downloads with Microsoft
On

Use Windows SmartScreen Filter to check files and apps with Microsoft
On

4 Enable Windows Update: The next screen asks if you want to enable Windows Update to get device drivers, apps, and info for new devices, and use Internet Explorer SmartScreen Filter. Make your choices and click Next.



Send Microsoft info to help make Windows and apps better

Help improve Windows Store by sending URLs for web content that apps use
Off

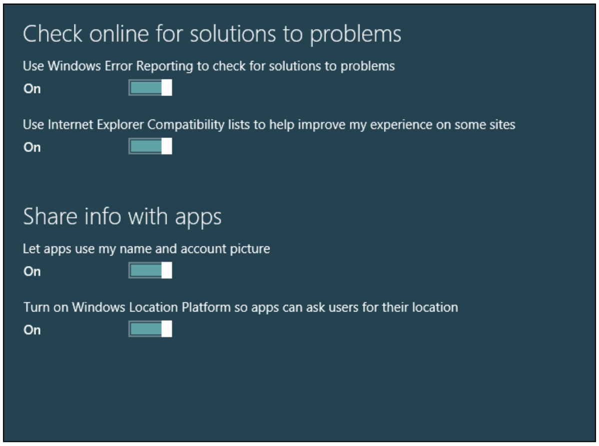
Help Microsoft respond to malicious apps and malware by joining Microsoft Active Protection Service
Off

Help improve Microsoft services by sending some location data when location-aware apps are used
Off

Participate in the Customer Experience Improvement Program to help improve Microsoft software and services. (A file will periodically download to collect better info.)
Off

Help improve Windows Help content by sending info to the Help Experience Improvement Program
Off

5 Send information to Microsoft: The next screen asks if you want to send information to Microsoft to help make Windows and apps better. Some people have privacy concerns over sending such information, but Microsoft does use it for legitimate reasons, so you can safely enable this option if you want. Click Next.



Check online for solutions to problems

Use Windows Error Reporting to check for solutions to problems

On

Use Internet Explorer Compatibility lists to help improve my experience on some sites

On

Share info with apps

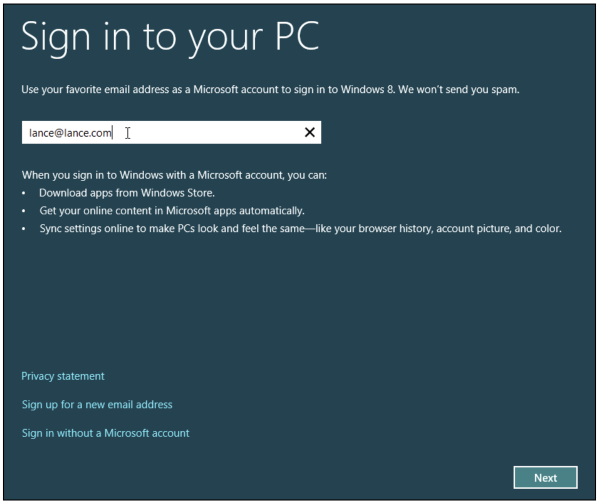
Let apps use my name and account picture

On

Turn on Windows Location Platform so apps can ask users for their location

On

6 Check online for solutions: The next screen asks if you want to check online for solutions to problems and share info with apps. Make your choices and Click Next.



Sign in to your PC

Use your favorite email address as a Microsoft account to sign in to Windows 8. We won't send you spam.

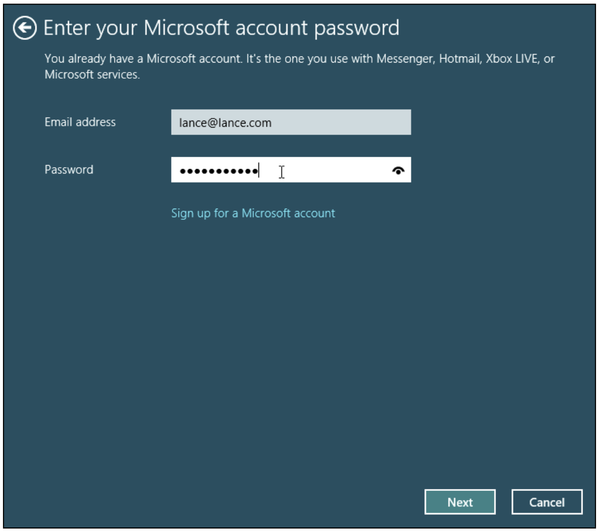
lance@lance.com

When you sign in to Windows with a Microsoft account, you can:

- Download apps from Windows Store.
- Get your online content in Microsoft apps automatically.
- Sync settings online to make PCs look and feel the same—like your browser history, account picture, and color.

Privacy statement
Sign up for a new email address
Sign in without a Microsoft account
Next

7 Sign in: The next screen asks you to sign in with your Microsoft account. If you do not have a Microsoft account, click Sign up for a new email address. A screen appears where you can set up a new account. If you want to use a local account instead, click the Sign in without a Microsoft account link. Otherwise, type the e-mail address for your Microsoft account. Click Next.



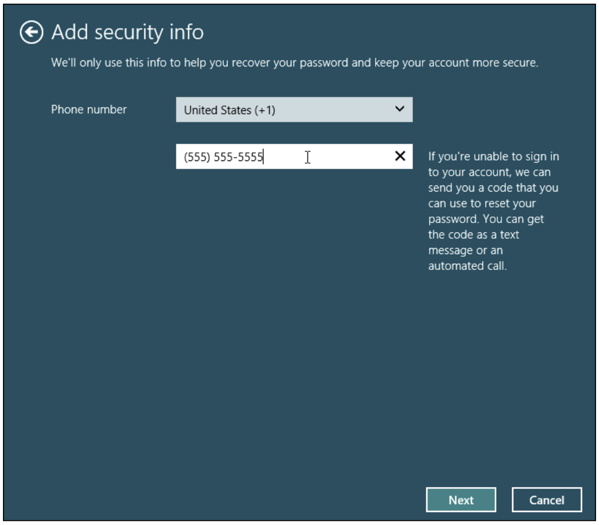
Enter your Microsoft account password

You already have a Microsoft account. It's the one you use with Messenger, Hotmail, Xbox LIVE, or Microsoft services.

Email address: lance@lance.com

Password: •••••••••••

8 Type your Microsoft account password: At the next screen, type your Microsoft account password. You can click and hold down the eye icon next to the password field to reveal the characters of your password to ensure that you enter it correctly. Click Next. You eventually see the message Preparing Windows. After the preparation is complete, Windows 8 loads.



Add security info

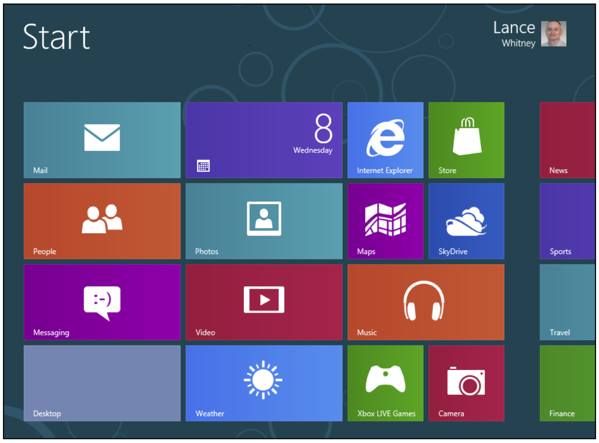
We'll only use this info to help you recover your password and keep your account more secure.

Phone number: United States (+1)

(555) 555-5555

If you're unable to sign in to your account, we can send you a code that you can use to reset your password. You can get the code as a text message or an automated call.

9 Add security info: At the next screen, confirm the phone number you used when creating your Microsoft account. This phone number is used by Microsoft to call or text you with a reset password code if you cannot sign in to your account.

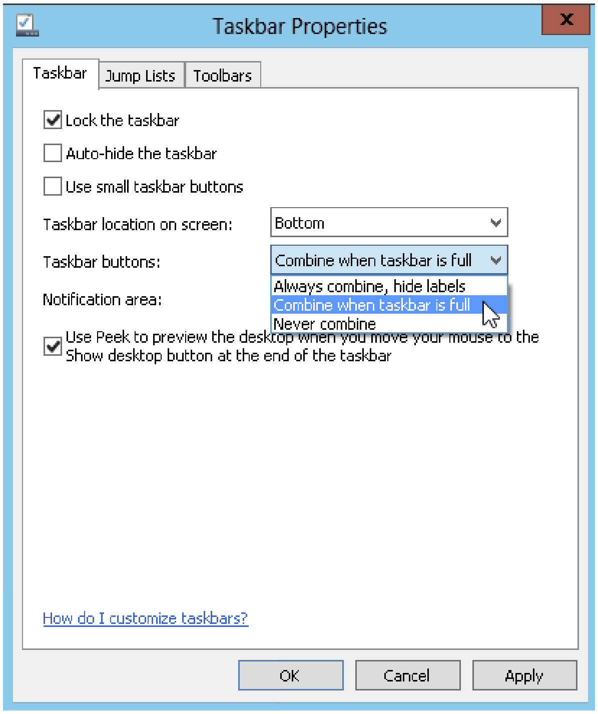

Start
Lance
Whitney
Mail
8
Wednesday
Internet Explorer
Store
News
People
Photos
Maps
SkyDrive
Sports
Messaging
Video
Music
Travel
Desktop
Weather
Xbox LIVE Games
Camera
Finance

10 Wait for your account to be set up: Windows sets up your account and then delivers you to the Start screen.

tip You can change any setting at any time. Open the Charms bar. Click the Settings charm and then click Change PC settings.

Quick Fix

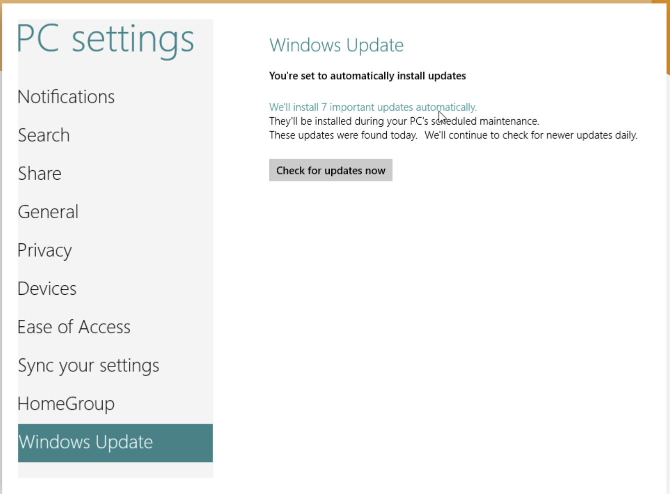
Managing the Taskbar


Taskbar Properties
Taskbar
Jump Lists
Toolbars
How do I customize taskbars?
OK
Cancel
Apply

☑ Lock the taskbar
☐ Auto-hide the taskbar
☐ Use small taskbar buttons
Taskbar location on screen: Bottom
Taskbar buttons: Combine when taskbar is full
Always combine, hide labels
Combine when taskbar is full
Never combine
Notification area:
☑ Use Peek to preview the desktop when you move your mouse to the Show desktop button at the end of the taskbar

Right-click the taskbar. Click Properties and then select Auto-hide the taskbar to make it appear only when you move your mouse to the bottom of the screen. Select Lock the taskbar so it cannot be moved. Select Use small taskbar buttons to reduce the size of the icons. Click the Taskbar location on screen drop-down menu and set the location: Bottom, Left, Right, or Top. Click the Taskbar buttons drop-down menu to determine whether taskbar buttons will be combined.

Updating Windows 8

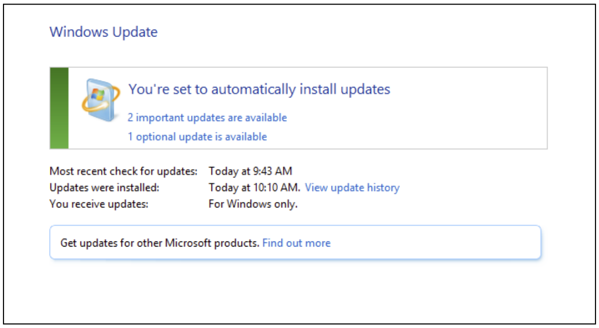


Windows Update

You're set to automatically install updates

We'll install 7 important updates automatically.
They'll be installed during your PC's scheduled maintenance.
These updates were found today. We'll continue to check for newer updates daily.

Windows 8 carries on the tradition of periodically offering security fixes, new hardware drivers, and other updates for the operating system and Microsoft software. Some of these are critical fixes that should be applied as soon as possible, while others are simply recommended or optional updates that you can install if you wish. When you first personalize Windows 8, you are asked how you want the operating system to handle updates. You can install them automatically, download them but choose whether to install them, check for updates but choose whether to download and install them, or never check for updates. You can change those settings as well as view and install available updates. This task explains how to update Windows 8.



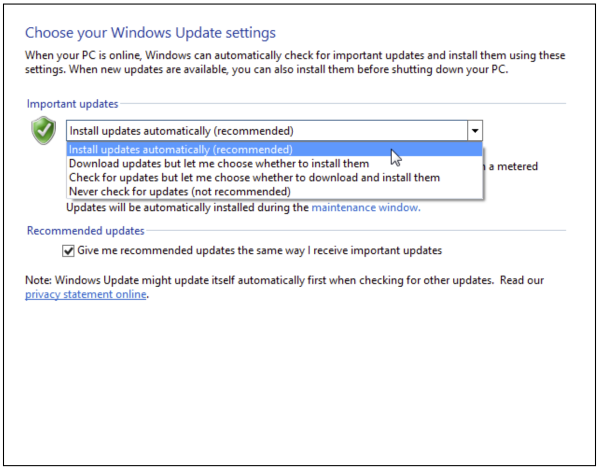
You're set to automatically install updates

2 important updates are available
1 optional update is available

Most recent check for updates: Today at 9:43 AM
Updates were installed: Today at 10:10 AM. View update history
You receive updates: For Windows only.

Get updates for other Microsoft products. Find out more

1 Open the Windows Update screen: Open the desktop. Hover your mouse in the lower-right hot corner to display the Charms bar. Click the Settings charm. Click Control Panel at the top of the desktop sidebar. From Control Panel, click System and Security. Click the setting for Windows Update. The screen displays how many updates are available, if any.



Choose your Windows Update settings

When your PC is online, Windows can automatically check for important updates and install them using these settings. When new updates are available, you can also install them before shutting down your PC.

Important updates

Install updates automatically (recommended)

Install updates automatically (recommended)
Download updates but let me choose whether to install them
Check for updates but let me choose whether to download and install them
Never check for updates (not recommended)
a metered

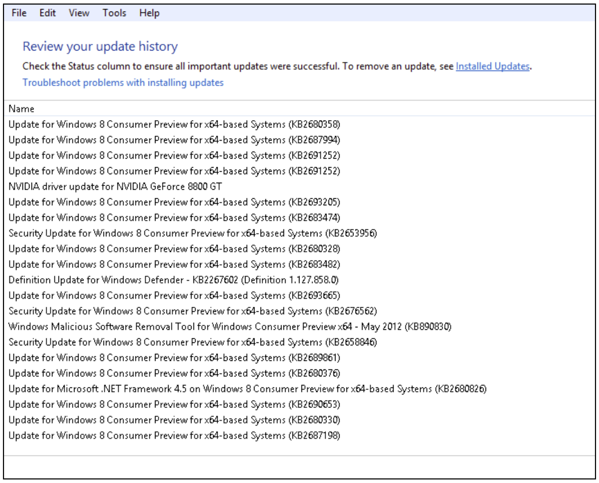
Updates will be automatically installed during the maintenance window.

Recommended updates

☑ Give me recommended updates the same way I receive important updates

Note: Windows Update might update itself automatically first when checking for other updates. Read our privacy statement online.

2 Change settings: Click Change settings. Click the drop-down menu under Important updates if you want to change the setting. Leave the Recommended updates check box selected if you want Windows to handle those in the same way it handles important updates. Click OK.



File Edit View Tools Help

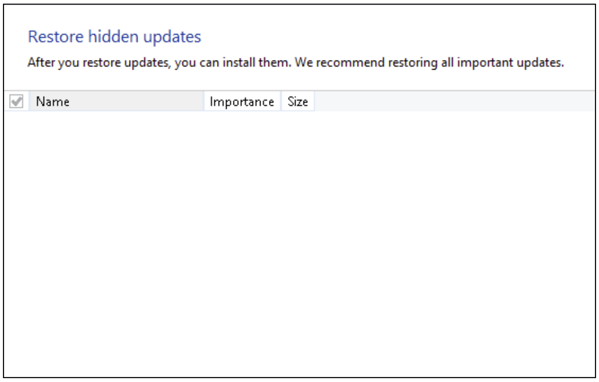
Review your update history

Check the Status column to ensure all important updates were successful. To remove an update, see Installed Updates.

Troubleshoot problems with installing updates

Name
Update for Windows 8 Consumer Preview for x64-based Systems (KB2680358)
Update for Windows 8 Consumer Preview for x64-based Systems (KB2687994)
Update for Windows 8 Consumer Preview for x64-based Systems (KB2691252)
Update for Windows 8 Consumer Preview for x64-based Systems (KB2691252)
NVIDIA driver update for NVIDIA GeForce 8800 GT
Update for Windows 8 Consumer Preview for x64-based Systems (KB2693205)
Update for Windows 8 Consumer Preview for x64-based Systems (KB2683474)
Security Update for Windows 8 Consumer Preview for x64-based Systems (KB2653956)
Update for Windows 8 Consumer Preview for x64-based Systems (KB2680328)
Update for Windows 8 Consumer Preview for x64-based Systems (KB2683482)
Definition Update for Windows Defender - KB2267602 (Definition 1.127.858.0)
Update for Windows 8 Consumer Preview for x64-based Systems (KB2693665)
Security Update for Windows 8 Consumer Preview for x64-based Systems (KB2676562)
Windows Malicious Software Removal Tool for Windows Consumer Preview x64 - May 2012 (KB890830)
Security Update for Windows 8 Consumer Preview for x64-based Systems (KB2658846)
Update for Windows 8 Consumer Preview for x64-based Systems (KB2689861)
Update for Windows 8 Consumer Preview for x64-based Systems (KB2680376)
Update for Microsoft .NET Framework 4.5 on Windows 8 Consumer Preview for x64-based Systems (KB2680826)
Update for Windows 8 Consumer Preview for x64-based Systems (KB2690653)
Update for Windows 8 Consumer Preview for x64-based Systems (KB2680330)
Update for Windows 8 Consumer Preview for x64-based Systems (KB2687198)

3 View update history: Click the link to View update history to see a list of updates that have already been installed. Click OK.

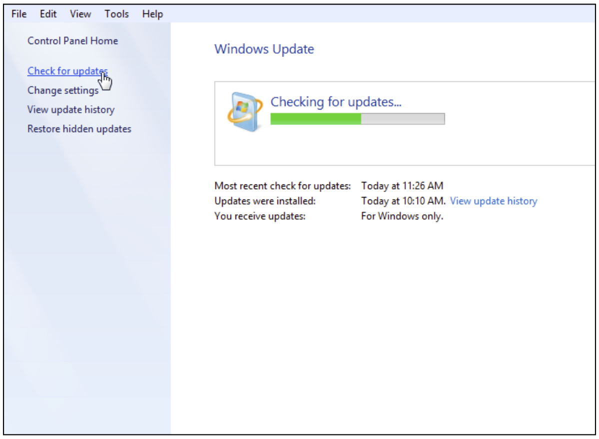


Restore hidden updates

After you restore updates, you can install them. We recommend restoring all important updates.

Name
Importance
Size

4 Restore hidden updates: Click the setting to Restore hidden updates if you previously hid any updates from view. Click Restore to restore any hidden updates, or Cancel to return to the previous screen.



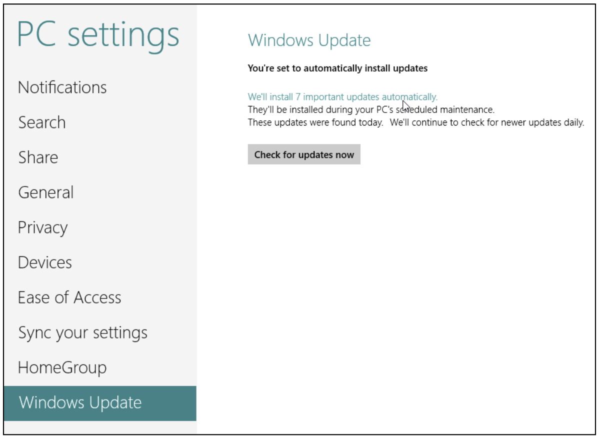
File Edit View Tools Help
Control Panel Home
Check for updates
Change settings
View update history
Restore hidden updates

Windows Update

Checking for updates...

Most recent check for updates: Today at 11:26 AM
Updates were installed: Today at 10:10 AM. View update history
You receive updates: For Windows only.

5 Check for updates: Click the Check for updates setting to see if updates are available. If a notice of any updates appears, click the link to see the updates. You can then install the updates if you want.

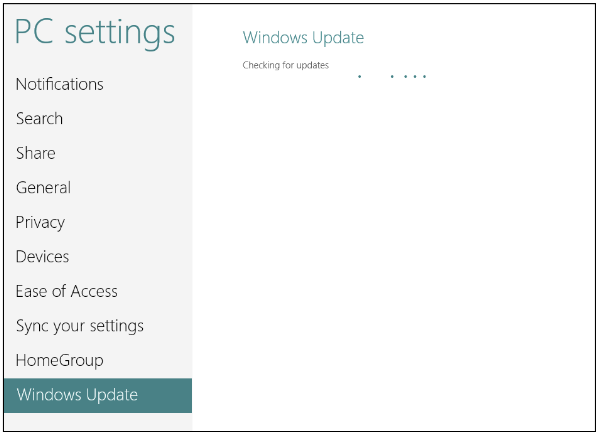

PC settings
Notifications
Search
Share
General
Privacy
Devices
Ease of Access
Sync your settings
HomeGroup
Windows Update

Windows Update

You're set to automatically install updates

We'll install 7 important updates automatically.
They'll be installed during your PC's scheduled maintenance.
These updates were found today. We'll continue to check for newer updates daily.

Check for updates now

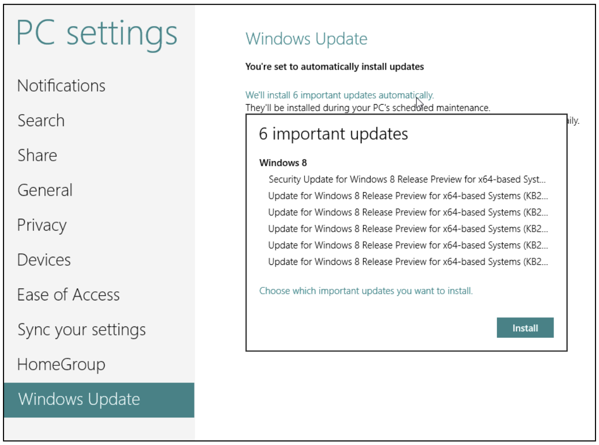

PC settings
Notifications
Search
Share
General
Privacy
Devices
Ease of Access
Sync your settings
HomeGroup
Windows Update

Windows Update

Checking for updates

6 Open Windows Update from PC Settings 8 screen: Open any Windows 8 screen or app. Hover your mouse in the lower-right hot corner to display the Charms bar. Click the Settings charm. Click the Change PC settings link. Click the Windows Update setting at the bottom of the left sidebar. Windows displays a We'll install *X* important updates automatically link, where *X* is the number of updates.

7 Check for more updates: Click Check for updates now to see if any other updates are available. Windows checks for more updates.


PC settings
Notifications
Search
Share
General
Privacy
Devices
Ease of Access
Sync your settings
HomeGroup
Windows Update

Windows Update

You're set to automatically install updates

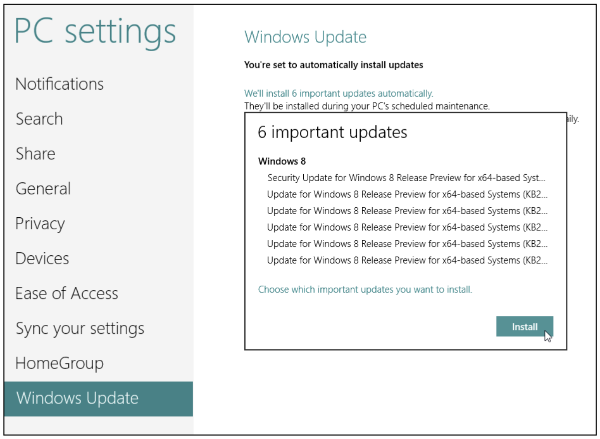
We'll install 6 important updates automatically.
They'll be installed during your PC's scheduled maintenance.

6 important updates

Windows 8
- Security Update for Windows 8 Release Preview for x64-based Syst...
- Update for Windows 8 Release Preview for x64-based Systems (KB2...
- Update for Windows 8 Release Preview for x64-based Systems (KB2...
- Update for Windows 8 Release Preview for x64-based Systems (KB2...
- Update for Windows 8 Release Preview for x64-based Systems (KB2...
- Update for Windows 8 Release Preview for x64-based Systems (KB2...

Choose which important updates you want to install.

Install


PC settings
Notifications
Search
Share
General
Privacy
Devices
Ease of Access
Sync your settings
HomeGroup
Windows Update

Windows Update

You're set to automatically install updates

We'll install 6 important updates automatically.
They'll be installed during your PC's scheduled maintenance.

6 important updates

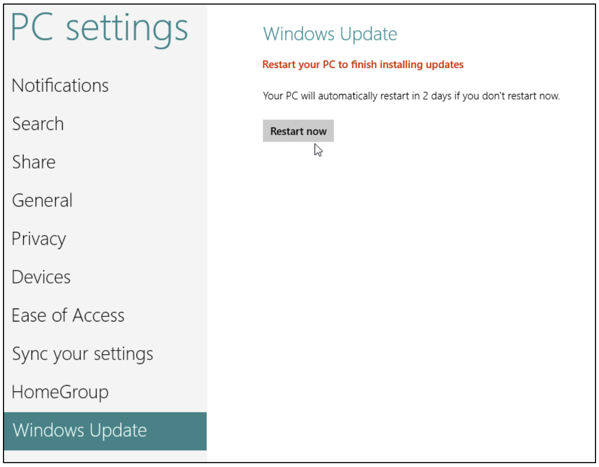
Windows 8
- Security Update for Windows 8 Release Preview for x64-based Syst...
- Update for Windows 8 Release Preview for x64-based Systems (KB2...
- Update for Windows 8 Release Preview for x64-based Systems (KB2...
- Update for Windows 8 Release Preview for x64-based Systems (KB2...
- Update for Windows 8 Release Preview for x64-based Systems (KB2...
- Update for Windows 8 Release Preview for x64-based Systems (KB2...

Choose which important updates you want to install.

8 View all updates: You can wait for the updates to be installed automatically, or you can install them yourself. To install them yourself, click We'll install *X* important updates automatically. A list of all updates appears.

9 Install all updates: Click Install to install all the updates.

tip If you have automatic updates turned on, you do not need to manually check for or install updates unless you want to install an update immediately.


PC settings
Notifications
Search
Share
General
Privacy
Devices
Ease of Access
Sync your settings
HomeGroup
Windows Update
Windows Update
Restart now

Restart your PC to finish installing updates

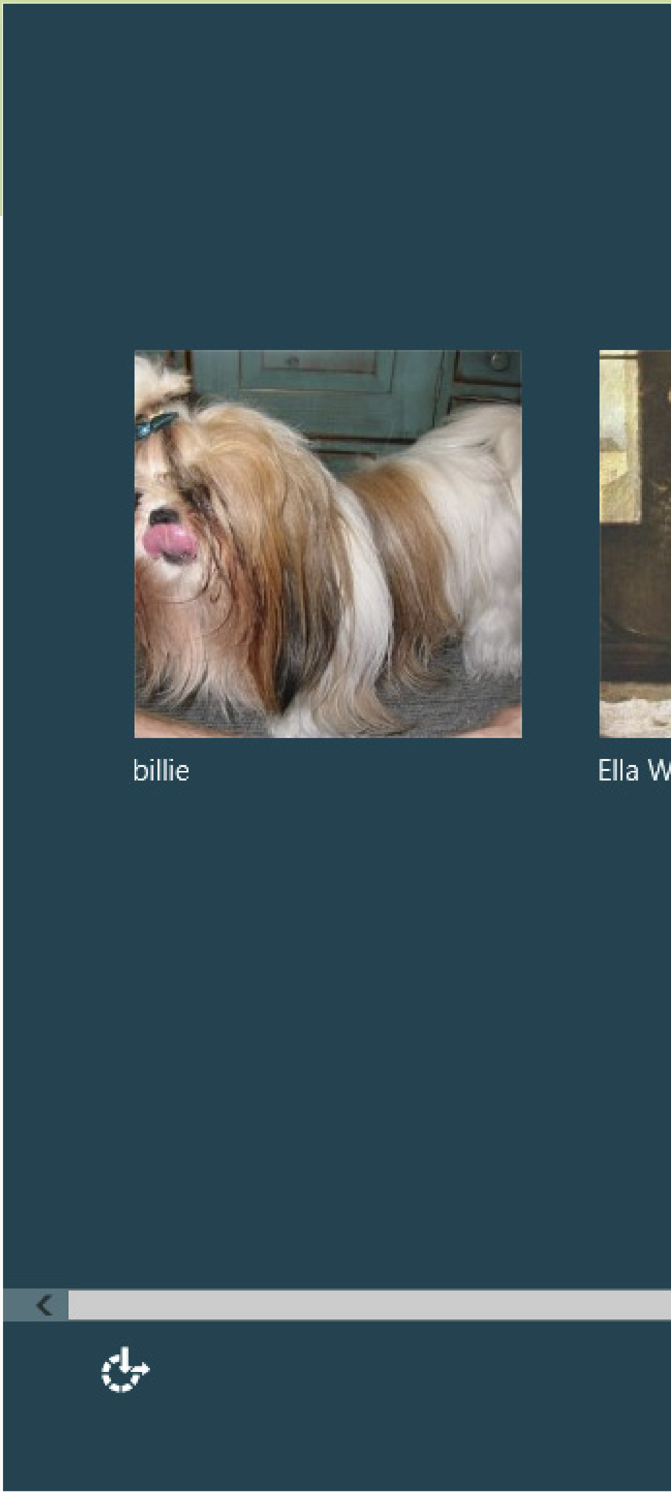
Your PC will automatically restart in 2 days if you don't restart now.

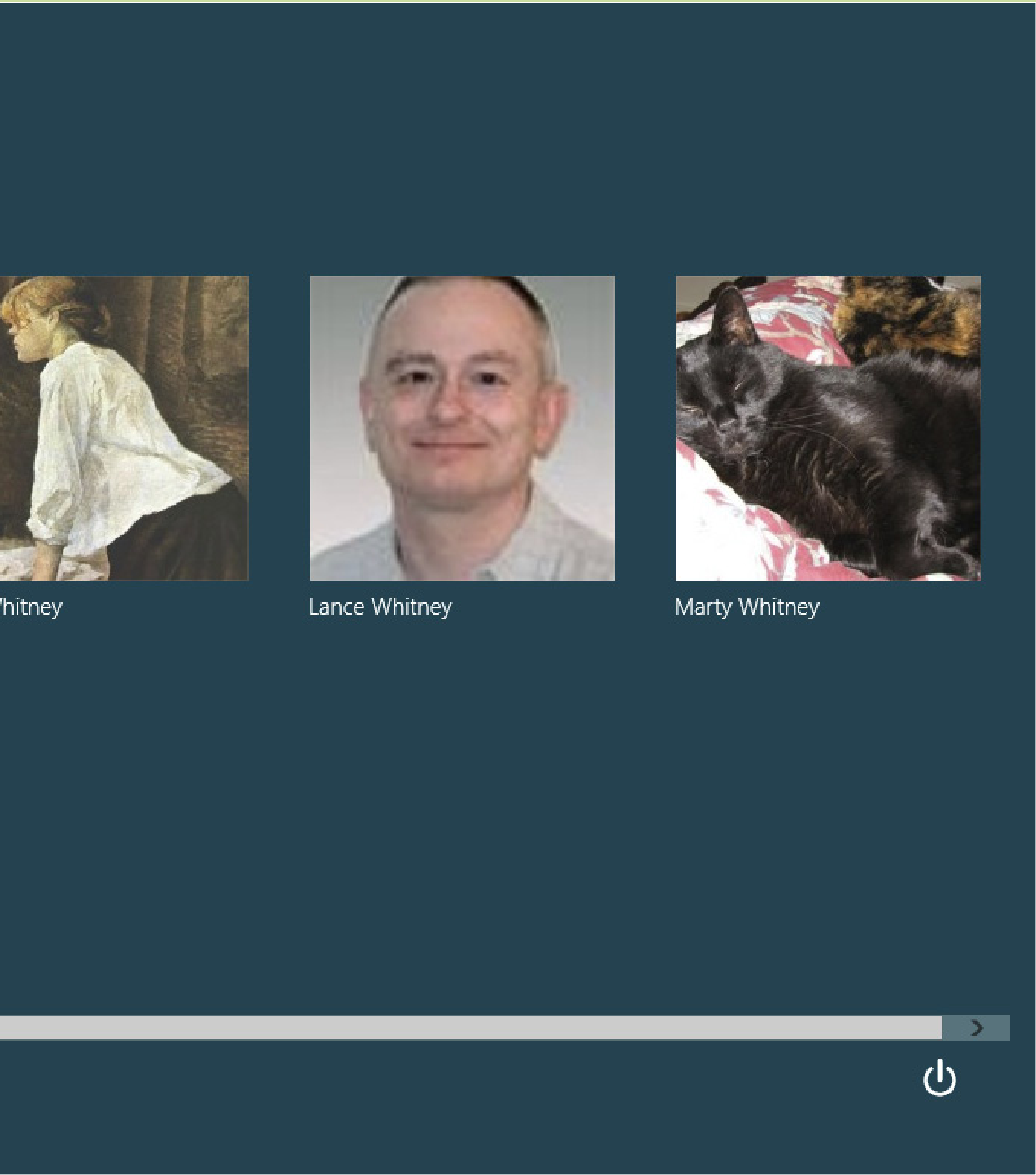
10 Restart your PC: After the updates have been installed, you may be prompted to restart your PC. You can click Restart now or wait for your PC to automatically restart.

tip You can check for and install updates from either the Control Panel or the Windows 8 PC settings screen.

Be Imaginative

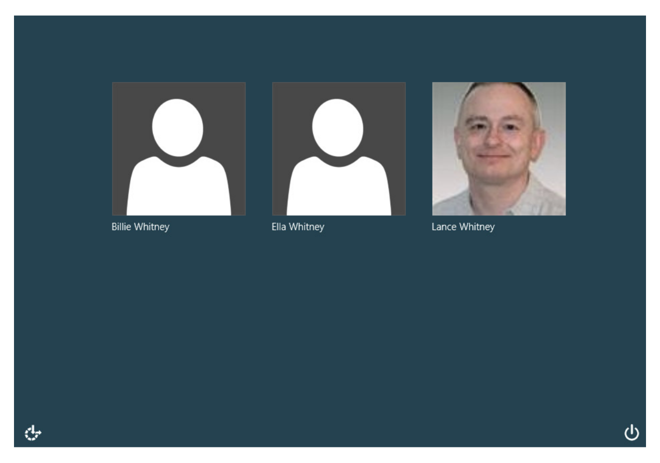
Discover the features behind many of the new apps that come with Windows 8.


billie
Ella W

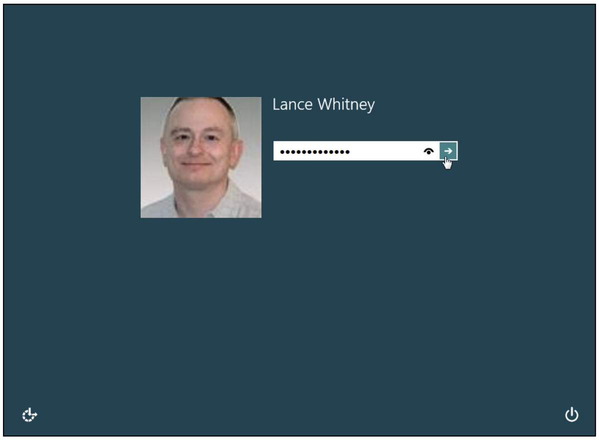


hitney
Lance Whitney
Marty Whitney

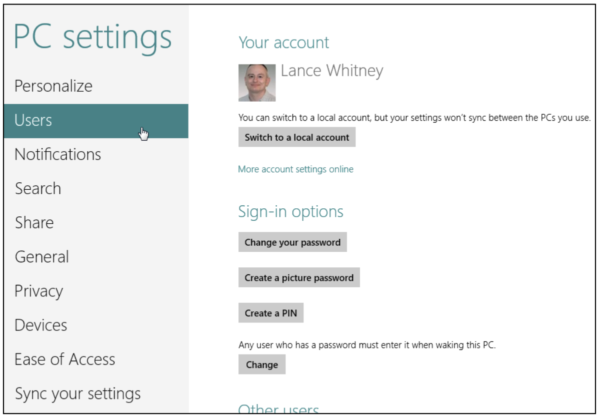
Adding a Microsoft Account to Windows


Billie Whitney
Ella Whitney
Lance Whitney

You can add new accounts to Windows 8, either Microsoft accounts or local accounts. Through multiple accounts, you can then share your PC with family members or other people, each within their own unique environments. A Microsoft account gives you the ability to automatically log in to different online services and synchronize certain content and settings across multiple Windows 8 computers. You can either add an existing Microsoft account or create a new one by requesting a new e-mail address. You can also modify those accounts as Standard ones with limited capabilities or Administrator ones with full privileges. This task explains how to add existing and new Microsoft accounts to Windows 8.


Lance Whitney

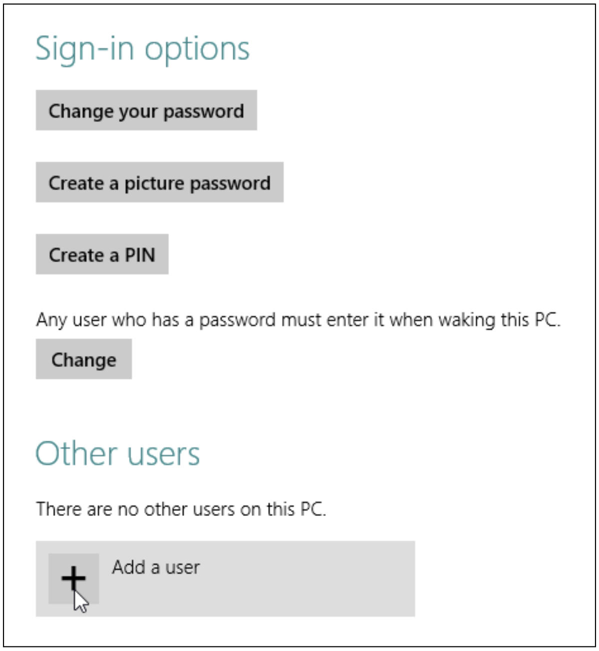
1 Log in: Log in to Windows with an Administrator account.


PC settings
Personalize
Users
Notifications
Search
Share
General
Privacy
Devices
Ease of Access
Sync your settings
Your account
Lance Whitney
Switch to a local account
More account settings online
Sign-in options
Change your password
Create a picture password
Create a PIN
Change
Other users

You can switch to a local account, but your settings won't sync between the PCs you use.

Any user who has a password must enter it when waking this PC.

2 Access the users page: Hover your mouse in the lower-right hot corner to display the Charms bar. Click the Settings charm and then select the Change PC settings option. In the left pane of the PC settings screen, click Users.



Sign-in options

Change your password
Create a picture password
Create a PIN

Any user who has a password must enter it when waking this PC.

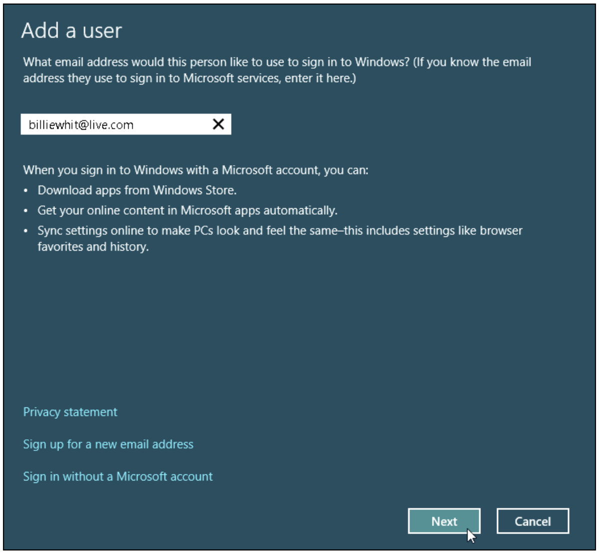
Change

Other users

There are no other users on this PC.

Add a user

3 Add a user: In the Other users section, click the Add a user button.



Add a user

What email address would this person like to use to sign in to Windows? (If you know the email address they use to sign in to Microsoft services, enter it here.)

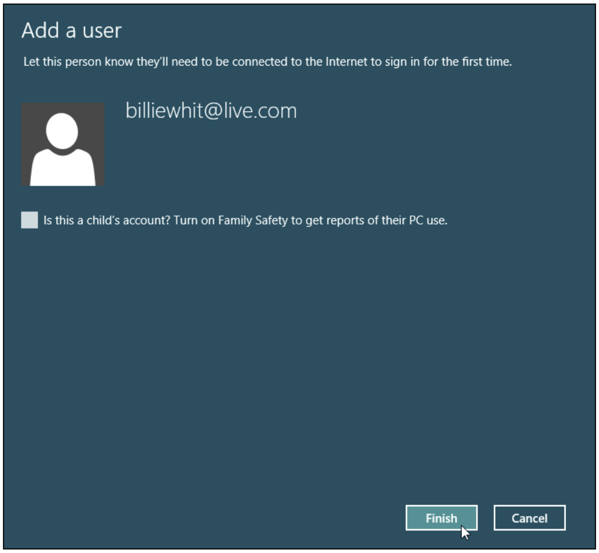
billiewhit@live.com

When you sign in to Windows with a Microsoft account, you can:

- Download apps from Windows Store.
- Get your online content in Microsoft apps automatically.
- Sync settings online to make PCs look and feel the same–this includes settings like browser favorites and history.

Privacy statement
Sign up for a new email address
Sign in without a Microsoft account
Next
Cancel

4 Use an existing Microsoft account: To use an existing Microsoft account, type the account's e-mail address. Click Next.



Add a user

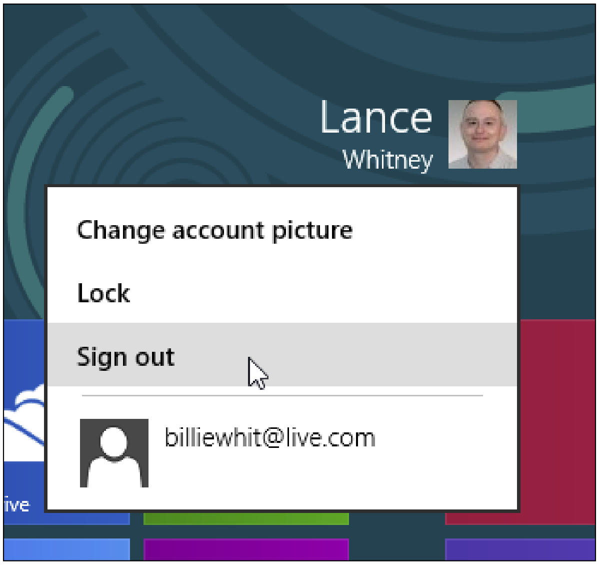
Let this person know they'll need to be connected to the Internet to sign in for the first time.

billiewhit@live.com

☐ Is this a child's account? Turn on Family Safety to get reports of their PC use.

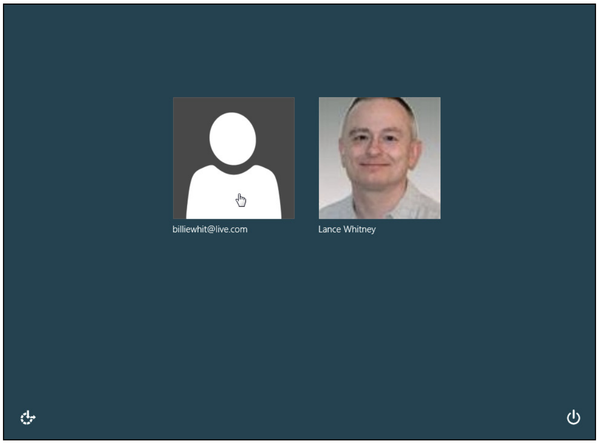
Finish
Cancel

5 View Family Safety option: At the next screen, select the Turn on Family Safety option if this will be a child's account. Otherwise, click Finish. The account is added.

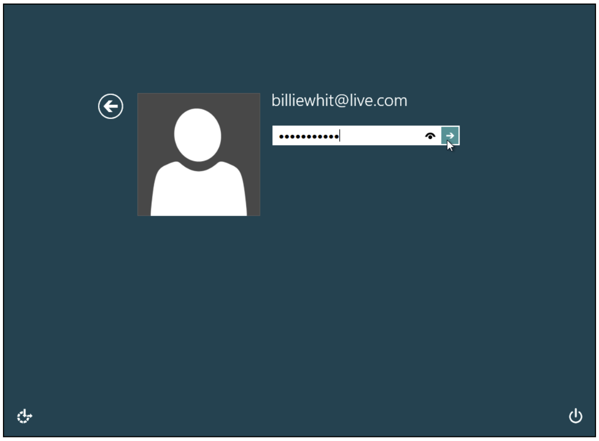


Lance
Whitney
Change account picture
Lock
Sign out
billiewhit@live.com
ive

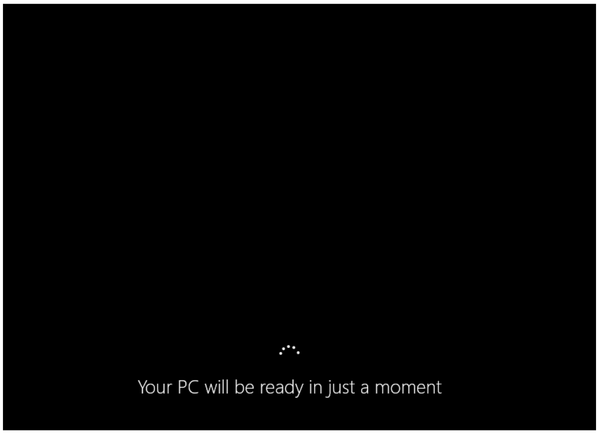
6 Sign out: Open the Start screen by pressing the Windows key or clicking on the thumbnail in the lower-left hot corner. Click your account name and picture in the upper-right corner. From the menu, click Sign out.


billiewhit@live.com
Lance Whitney

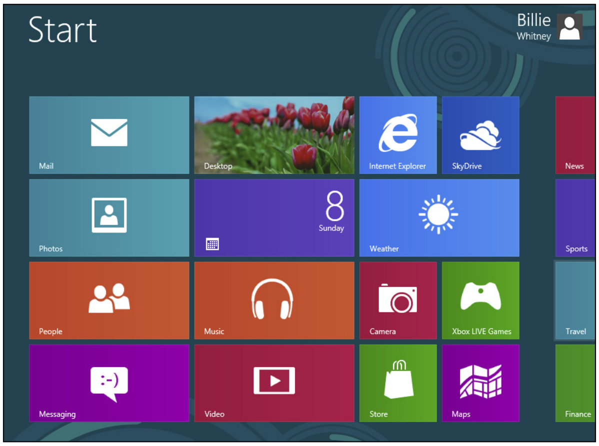
7 Log in with new account: Press any key to get past the Lock screen. Click the name and picture of the account that you just added.


billiewhit@live.com

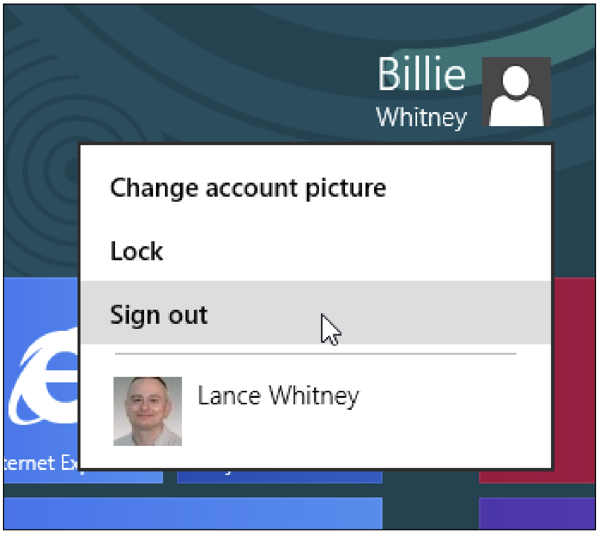
8 Type the password: Type the account's password.


Your PC will be ready in just a moment

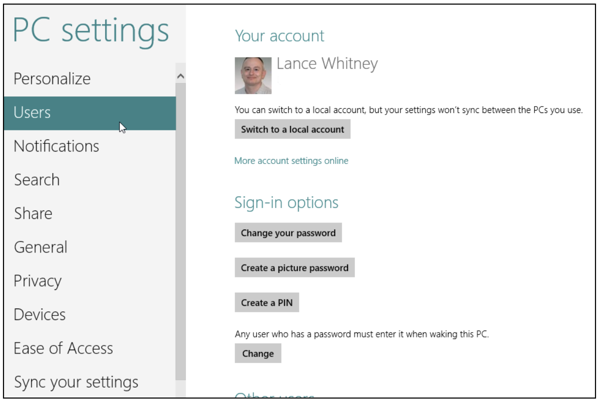
9 Wait for account setup: Windows prepares a fresh environment for the new account.


Start
Billie
Whitney
Mail
Desktop
Internet Explorer
SkyDrive
News
Photos
8
Sunday
Weather
Sports
People
Music
Camera
Xbox LIVE Games
Travel
Messaging
Video
Store
Maps
Finance

10 View Start screen: The Start screen appears for the new account.


Billie
Whitney
Change account picture
Lock
Sign out
Lance Whitney
ternet Ex

11 Sign out: Click the account name and picture in the upper-right corner. From the menu, click Sign out.


PC settings
Personalize
Users
Notifications
Search
Share
General
Privacy
Devices
Ease of Access
Sync your settings
Your account
Lance Whitney

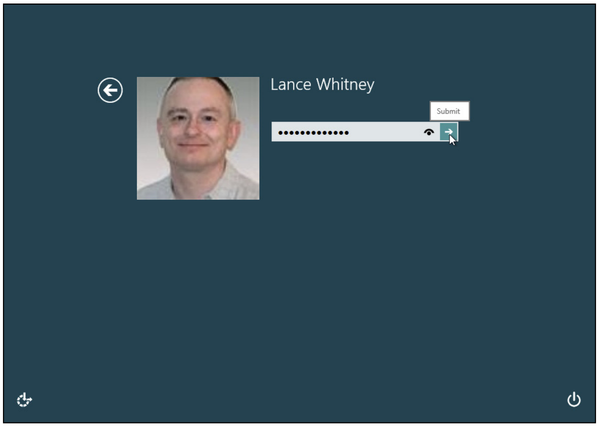
You can switch to a local account, but your settings won't sync between the PCs you use.

Switch to a local account
More account settings online
Sign-in options
Change your password
Create a picture password
Create a PIN

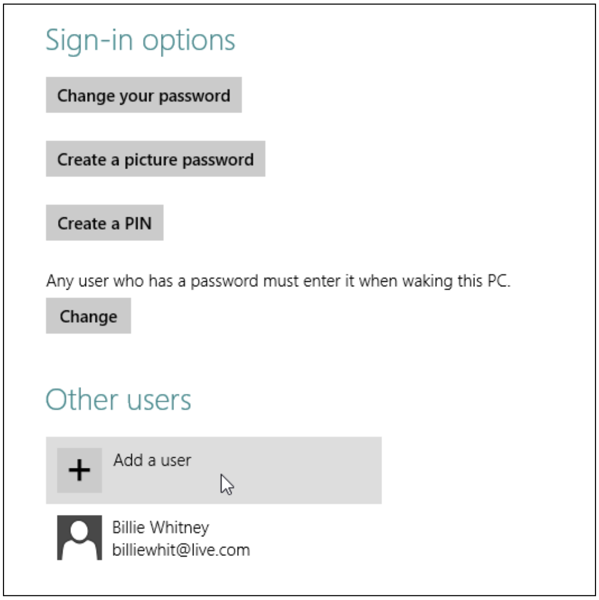
Any user who has a password must enter it when waking this PC.

Change

13 Access the Users page: Hover your mouse in the lower-right hot corner to display the Charms bar. Click the Settings charm and then select the Change PC settings option. In the left pane of the PC settings screen, click Users.


Lance Whitney
Submit
•••••••••••••

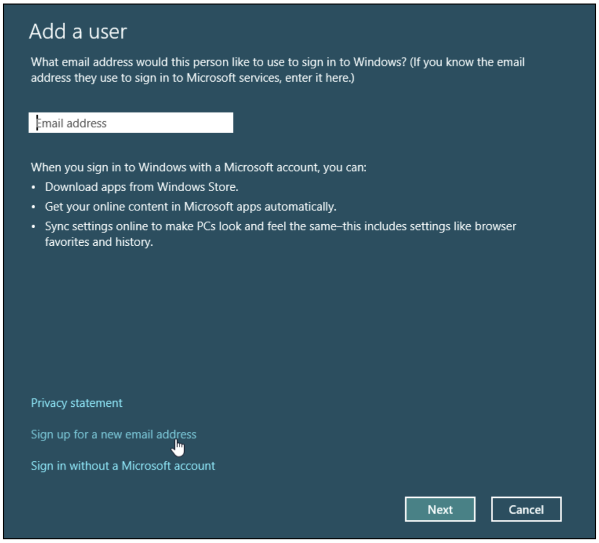
12 Log in as Administrator: Log in with your original account, the one with administrative privileges.


Sign-in options
Change your password
Create a picture password
Create a PIN

Any user who has a password must enter it when waking this PC.

Change
Other users
Add a user
Billie Whitney
billiewhit@live.com

14 Add a new Microsoft account: In the Other users section, click the Add a user button.



Add a user

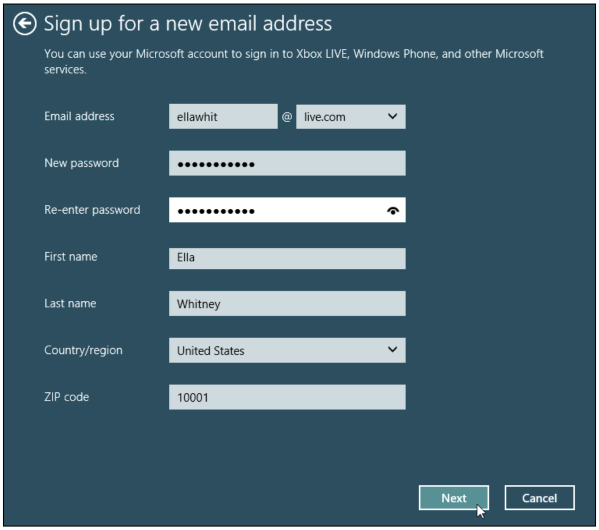
What email address would this person like to use to sign in to Windows? (If you know the email address they use to sign in to Microsoft services, enter it here.)

When you sign in to Windows with a Microsoft account, you can:

- Download apps from Windows Store.
- Get your online content in Microsoft apps automatically.
- Sync settings online to make PCs look and feel the same–this includes settings like browser favorites and history.

Email address
Privacy statement
Sign up for a new email address
Sign in without a Microsoft account
Next
Cancel

15 Request a new Microsoft account: To request a new e-mail address, click Sign up for a new email address.

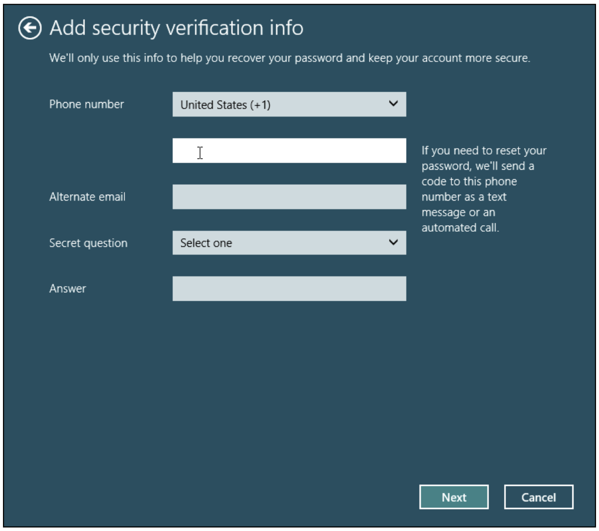


Sign up for a new email address

You can use your Microsoft account to sign in to Xbox LIVE, Windows Phone, and other Microsoft services.

Email address: ellawhit @ live.com
New password: ●●●●●●●●●●●
Re-enter password: ●●●●●●●●●●●
First name: Ella
Last name: Whitney
Country/region: United States
ZIP code: 10001

16 Enter information for new address: In the Sign up for a new email address screen, choose an e-mail address using either hotmail.com or live.com as the domain name. Type a password, and then type your first name, last name, country, and ZIP code. Click Next.



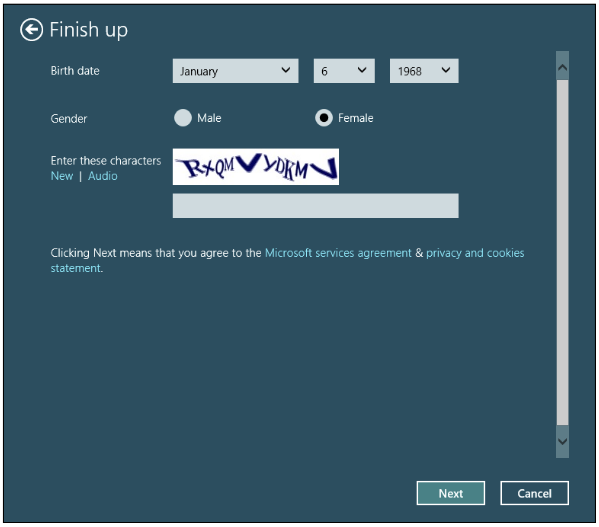
Add security verification info

We'll only use this info to help you recover your password and keep your account more secure.

Phone number: United States (+1)
Alternate email:
Secret question: Select one
Answer:

If you need to reset your password, we'll send a code to this phone number as a text message or an automated call.

17 Enter security info: At the Add security verification info screen, type your phone number, an alternate e-mail address, and a secret question and answer. Click Next.

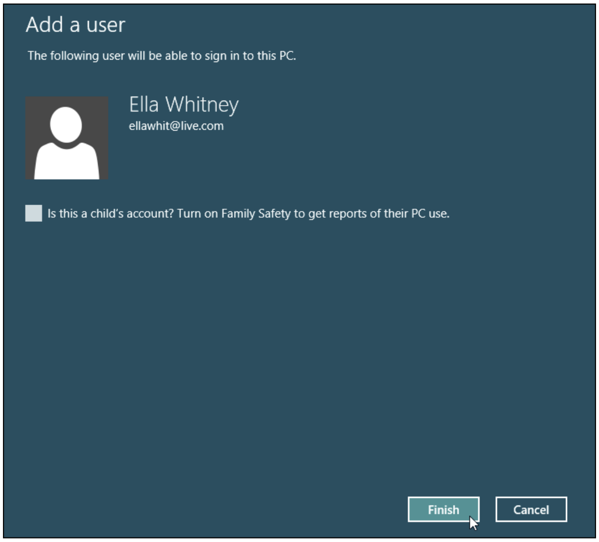


Finish up

Birth date: January 6 1968
Gender: ○ Male ● Female
Enter these characters
New | Audio

Clicking Next means that you agree to the Microsoft services agreement & privacy and cookies statement.

18 Enter personal information: At the Finish up screen, type your date of birth, your gender, and the characters for the CAPTCHA security. Click Next. Windows warns you if the e-mail address you chose is already taken. If so, you need to select a different address. Choose a different address and keep clicking Next to go through the same screens again.



Add a user

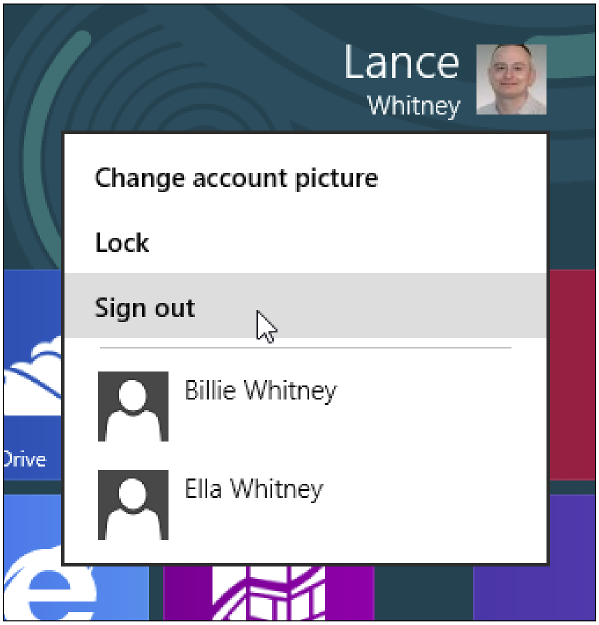
The following user will be able to sign in to this PC.

Ella Whitney
ellawhit@live.com

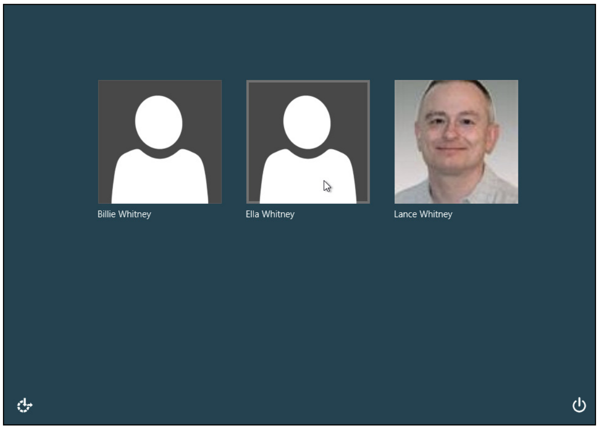
☐ Is this a child's account? Turn on Family Safety to get reports of their PC use.

Finish
Cancel

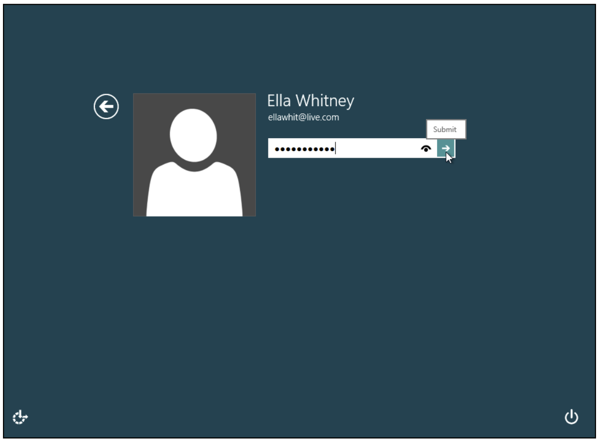
19 Finish: At the next screen, select the Turn on Family Safety check box if this will be a child's account. Otherwise, click Finish.


Lance
Whitney
Change account picture
Lock
Sign out
Billie Whitney
Ella Whitney
Drive

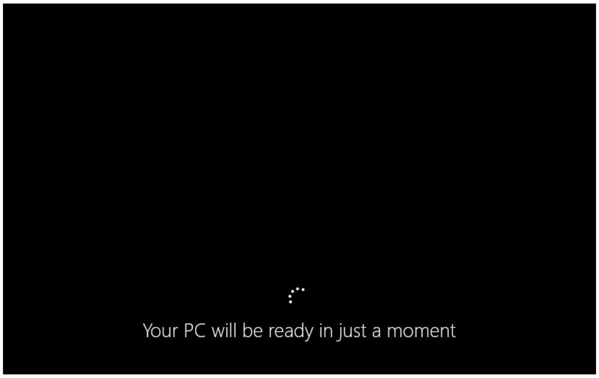
20 Sign out: Return to the Start screen by pressing the Windows key or clicking on the thumbnail in the lower-right hot corner. Click your account name and picture in the upper-right corner. From the menu, click Sign out.


Billie Whitney
Ella Whitney
Lance Whitney

21 Log in with new account: Press any key to get past the Lock screen. Click the name and picture of the account that you just added.


Ella Whitney
ellawhit@live.com

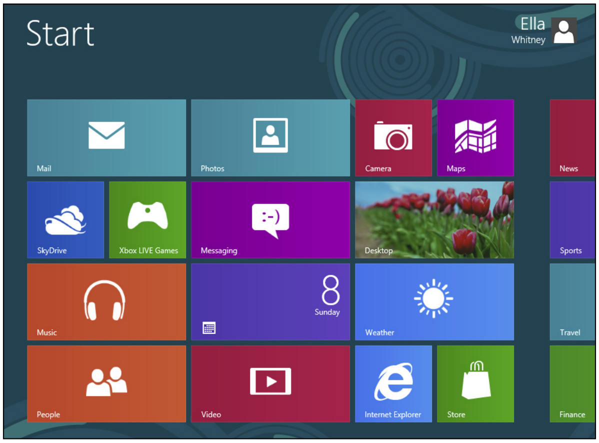
22 Type the password: Type the account's password.



Your PC will be ready in just a moment

23 Wait for account setup: Windows prepares a fresh environment for the new account.

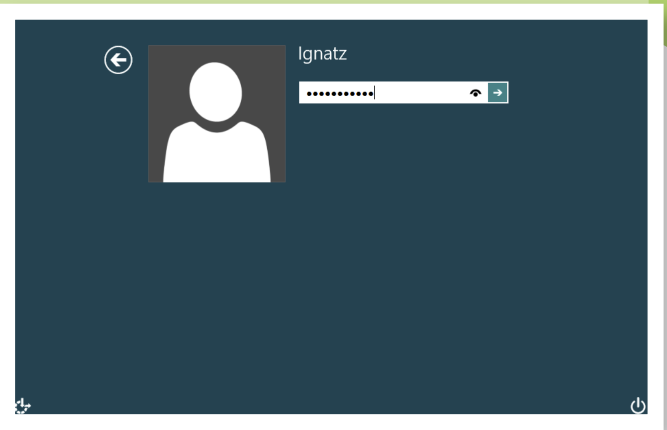
tip When choosing the e-mail address for a new account, pick something unique; otherwise you will keep discovering that it is already taken.


Start
Ella
Whitney
Mail
Photos
Camera
Maps
News
SkyDrive
Xbox LIVE Games
Messaging
Desktop
Sports
Music
8
Sunday
Weather
Travel
People
Video
Internet Explorer
Store
Finance

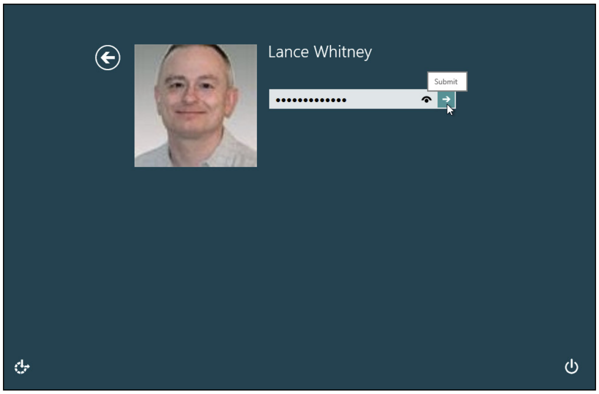
24 View Start screen: The Start screen appears for the new account.

tip You must be logged in as an Administrator to add an account.

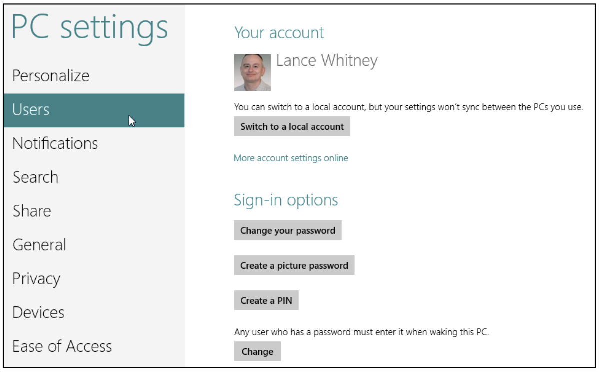
Adding a Local Account to Windows



You can add a new account to Windows 8, either a local account or a Microsoft account. By using multiple accounts, you can then share your PC with family members or other people, each with their own unique environments. A local account does not require you set up access through Microsoft. If you do not plan to use online services such as SkyDrive or synchronize content across multiple Windows 8 computers, then a local account should suffice. You can also modify a local account as a Standard one with limited capabilities or an Administrator one with full privileges. This task explains how to add a local account to Windows 8.



1 Log in: Log in to Windows with an Administrator account.



PC settings

Personalize
Users
Notifications
Search
Share
General
Privacy
Devices
Ease of Access

Your account

Lance Whitney

You can switch to a local account, but your settings won't sync between the PCs you use.

Switch to a local account

More account settings online

Sign-in options

Change your password

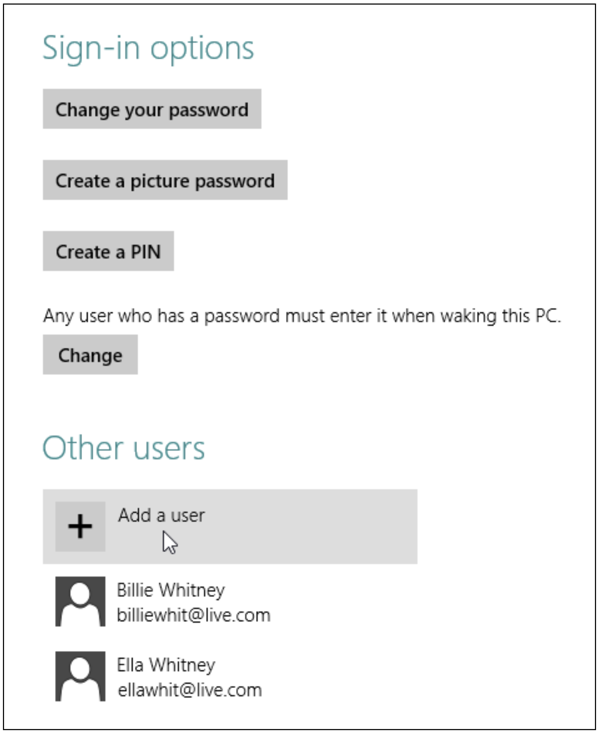
Create a picture password

Create a PIN

Any user who has a password must enter it when waking this PC.

Change

2 Access the Users page: Hover your mouse in the lower-right hot corner to display the Charms bar. Click the Settings charm and then the Change PC settings option. In the left pane of the PC settings screen, click Users.



Sign-in options

Change your password

Create a picture password

Create a PIN

Any user who has a password must enter it when waking this PC.

Change

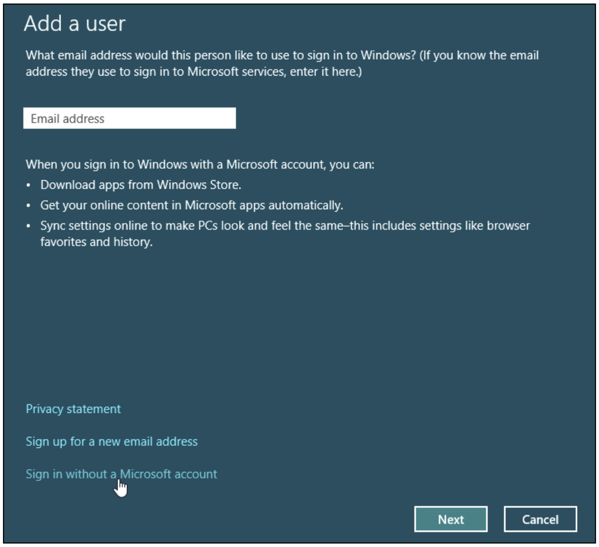
Other users

Add a user

Billie Whitney
billiewhit@live.com

Ella Whitney
ellawhit@live.com

3 Add a user: In the Other users section, click the Add a user button.



Add a user

What email address would this person like to use to sign in to Windows? (If you know the email address they use to sign in to Microsoft services, enter it here.)

Email address

When you sign in to Windows with a Microsoft account, you can:
- Download apps from Windows Store.
- Get your online content in Microsoft apps automatically.
- Sync settings online to make PCs look and feel the same–this includes settings like browser favorites and history.

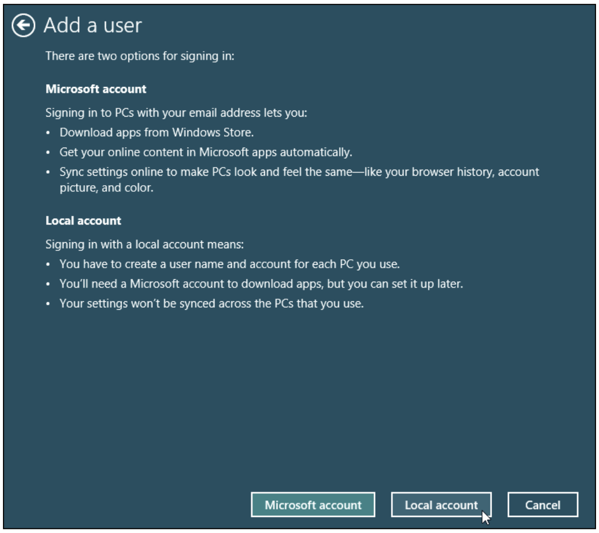
Privacy statement

Sign up for a new email address

Sign in without a Microsoft account

Next Cancel

4 Use a local account: To add a local account, click Sign in without a Microsoft account.



Add a user

There are two options for signing in:

Microsoft account

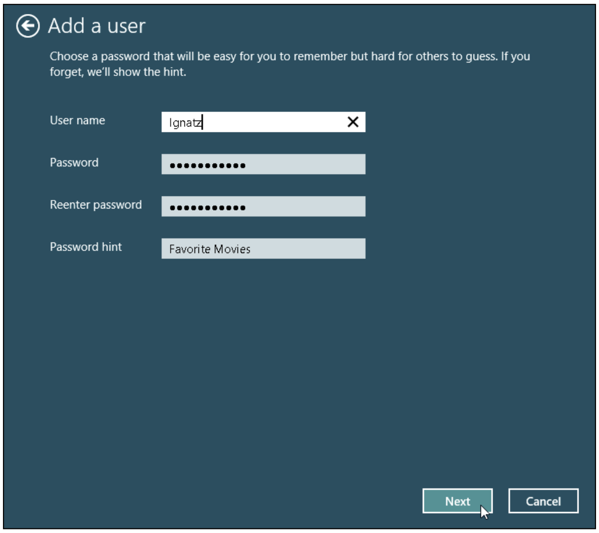
Signing in to PCs with your email address lets you:
- Download apps from Windows Store.
- Get your online content in Microsoft apps automatically.
- Sync settings online to make PCs look and feel the same—like your browser history, account picture, and color.

Local account

Signing in with a local account means:
- You have to create a user name and account for each PC you use.
- You'll need a Microsoft account to download apps, but you can set it up later.
- Your settings won't be synced across the PCs that you use.

Microsoft account Local account Cancel

5 Choose Local account: The next screen explains the difference between using a Microsoft account and using a local account. Click Local account.



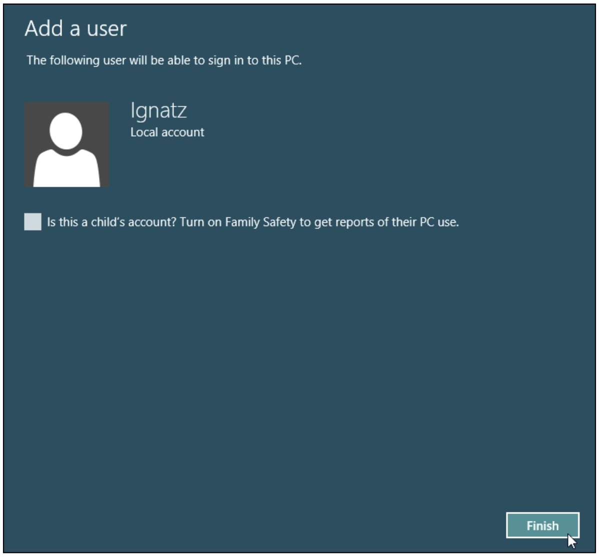
Add a user

Choose a password that will be easy for you to remember but hard for others to guess. If you forget, we'll show the hint.

User name: Ignatz
Password: •••••••••••
Reenter password: •••••••••••
Password hint: Favorite Movies

Next Cancel

6 Enter account information: At the next screen, type the username, password, and password hint for the new account. Click Next.


Add a user

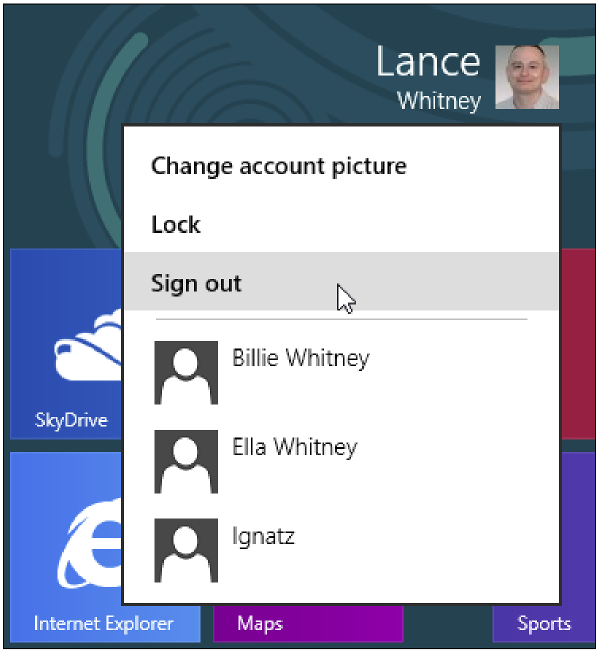
The following user will be able to sign in to this PC.

Ignatz
Local account

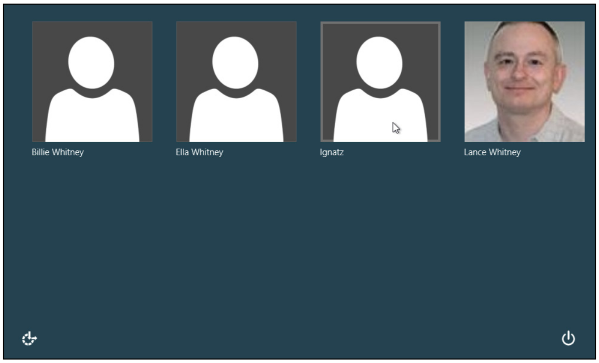
☐ Is this a child's account? Turn on Family Safety to get reports of their PC use.

Finish

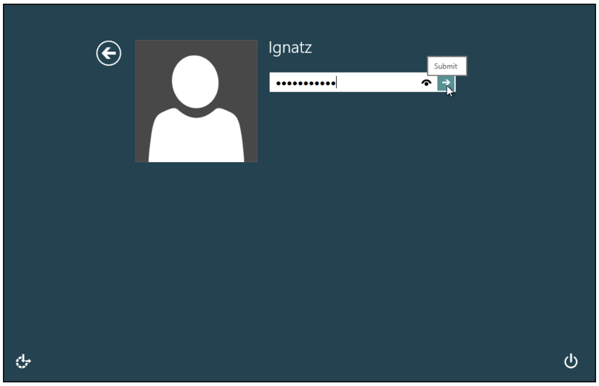
7 Finish: At the next screen, select the Turn on Family Safety check box if this is a child's account. Otherwise, click Finish.


Lance
Whitney
Change account picture
Lock
Sign out
Billie Whitney
Ella Whitney
Ignatz
SkyDrive
Internet Explorer
Maps
Sports

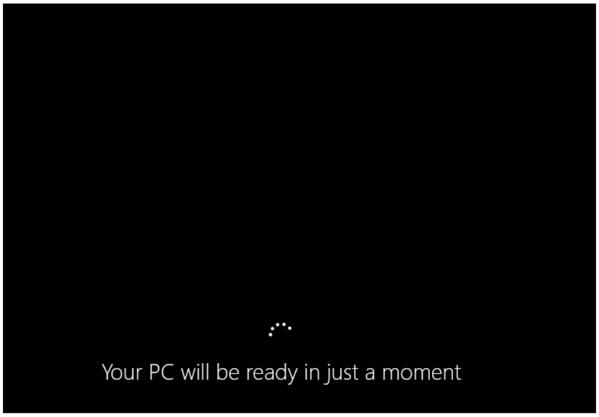
8 Sign out: Return to the Start screen by pressing the Windows key or clicking on the thumbnail in the lower-left hot corner. Click your account name and picture in the upper-right corner. From the menu, click Sign out.


Billie Whitney
Ella Whitney
Ignatz
Lance Whitney

9 Sign in with new account: Press any key to get past the Lock screen. Click the name and picture of the account that you just added.

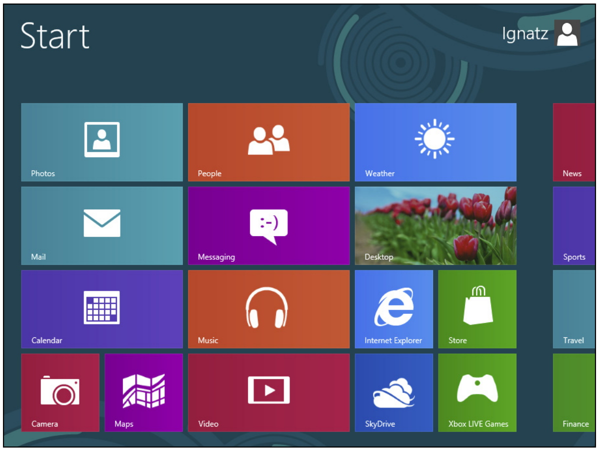

Ignatz
Submit

10 Type the password: Type the account's password.



Your PC will be ready in just a moment

11 Wait for account setup: Windows prepares a fresh environment for the new account.

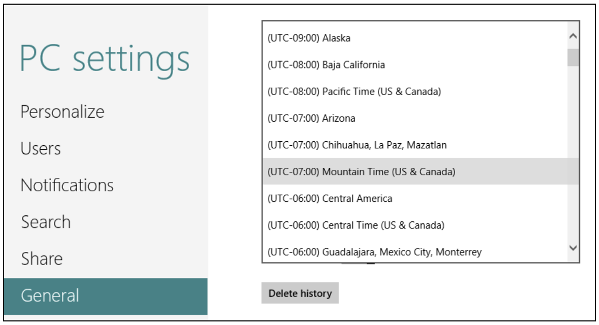

Start
Ignatz
Photos
People
Weather
News
Mail
Messaging
Desktop
Sports
Calendar
Music
Internet Explorer
Store
Travel
Camera
Maps
Video
SkyDrive
Xbox LIVE Games
Finance

12 View Start screen: The Start screen appears for the new account.

tip You must be logged in as an Administrator to add an account.

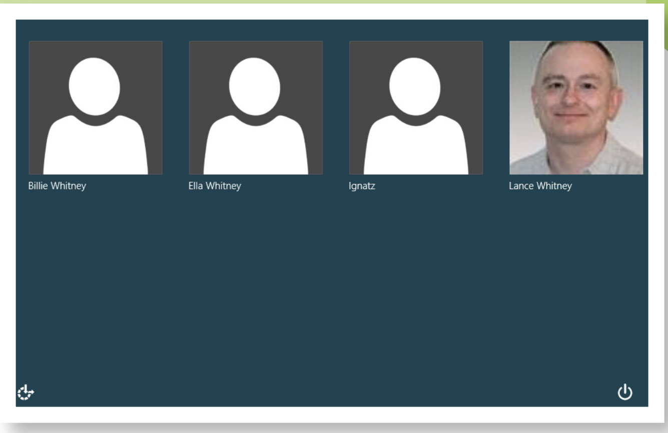
Quick Fix

Changing the Time Zone

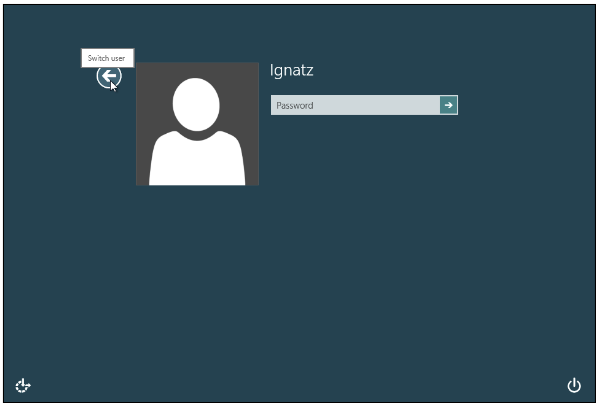

PC settings
Personalize
Users
Notifications
Search
Share
General
(UTC-09:00) Alaska
(UTC-08:00) Baja California
(UTC-08:00) Pacific Time (US & Canada)
(UTC-07:00) Arizona
(UTC-07:00) Chihuahua, La Paz, Mazatlan
(UTC-07:00) Mountain Time (US & Canada)
(UTC-06:00) Central America
(UTC-06:00) Central Time (US & Canada)
(UTC-06:00) Guadalajara, Mexico City, Monterrey
Delete history

From the Start screen, type the word **time**. Click Settings. In the search results on the left pane, click the Change the time zone setting. From the Time section on the General screen, select your time zone in the drop-down menu. You can also set the option to automatically adjust for daylight saving time.

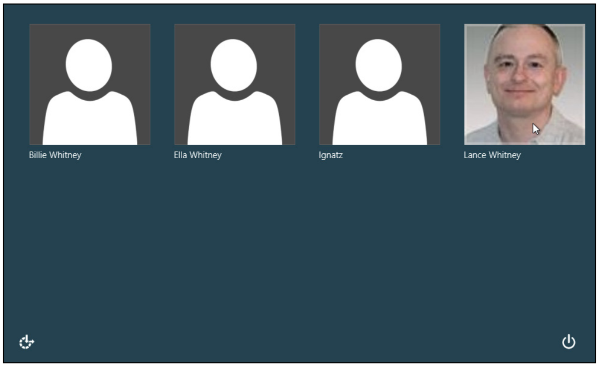
Logging in with Different Accounts


Billie Whitney
Ella Whitney
Ignatz
Lance Whitney

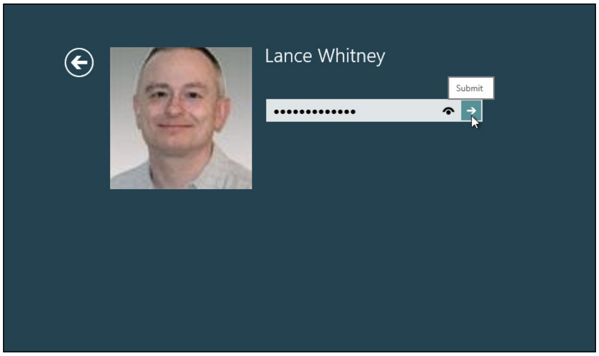
You can set up multiple accounts on your Windows 8 computer. You may have an account for yourself and separate accounts for other family members or people who use the computer. You could even have both a local account and a Microsoft account for yourself. After you set up all of your necessary accounts, you can choose which one to use when you log in to Windows. You can also easily switch from one account to another directly from the Start screen so that both accounts are signed in, or sign out completely and then sign back in with a different account. This task explains how to log in with different accounts.


Switch user
Ignatz
Password

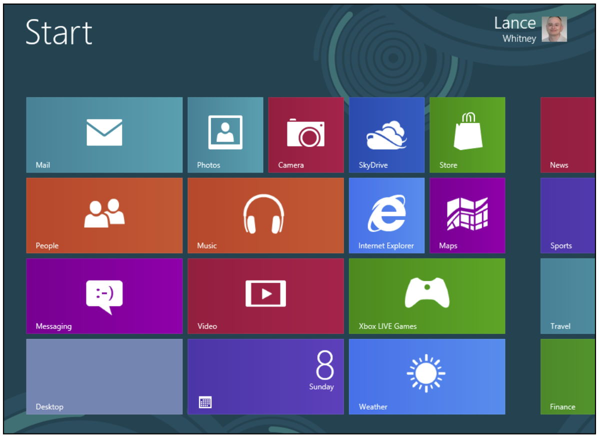
1 View all accounts: Reboot your computer. Press any key to get past the Windows 8 Lock screen. The login screen displays the last account that was used to access the computer. Click the Switch user button to the left of your account picture.


Billie Whitney
Ella Whitney
Ignatz
Lance Whitney

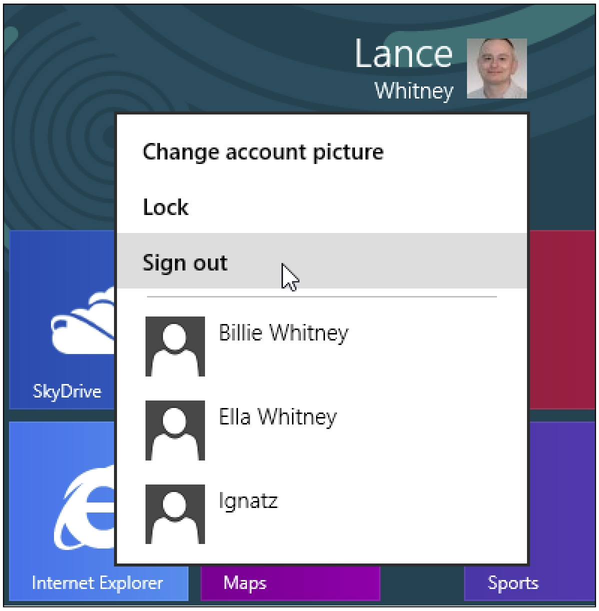
2 Choose account: From the screen showing all available accounts, click the account that you want to use.


Lance Whitney
Submit
•••••••••••••

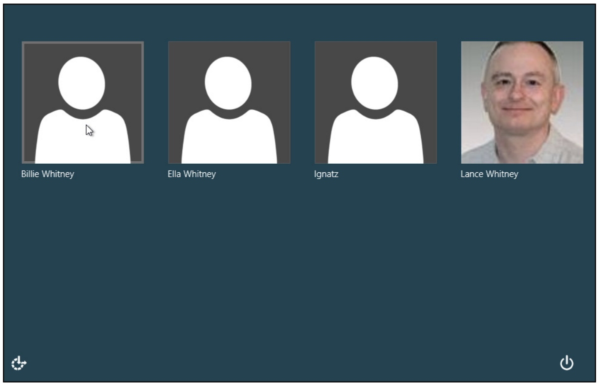
3 Log in with account: From the login screen, type the password for the account you chose.


Start
Lance
Whitney
Mail
Photos
Camera
SkyDrive
Store
News
People
Music
Internet Explorer
Maps
Sports
Messaging
Video
Xbox LIVE Games
Travel
Desktop
8
Sunday
Weather
Finance

4 View Start screen: The account's Start screen appears.

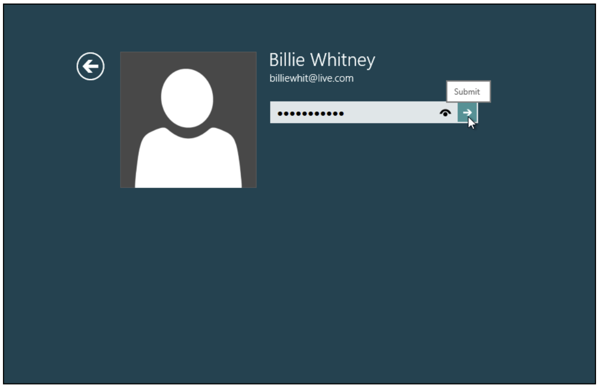

Lance
Whitney
Change account picture
Lock
Sign out
Billie Whitney
Ella Whitney
Ignatz
SkyDrive
Internet Explorer
Maps
Sports

5 Log out from Windows: Click your account name and picture at the top-right corner of the screen. From the menu, click Sign out. Your account is signed out completely.

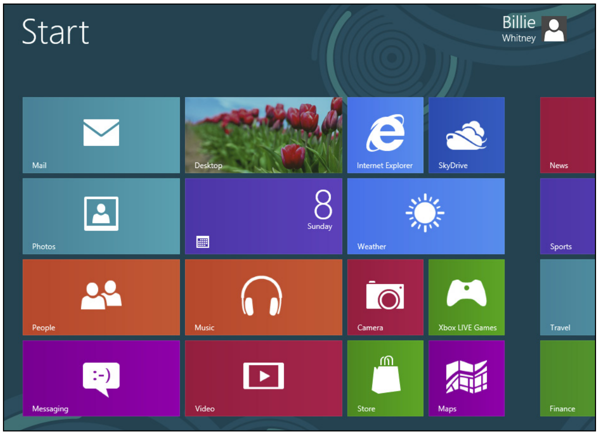

Billie Whitney
Ella Whitney
Ignatz
Lance Whitney

6 View all accounts: Press any key to get past the Windows 8 Lock screen. The screen shows all available accounts. Click the account you want to use.

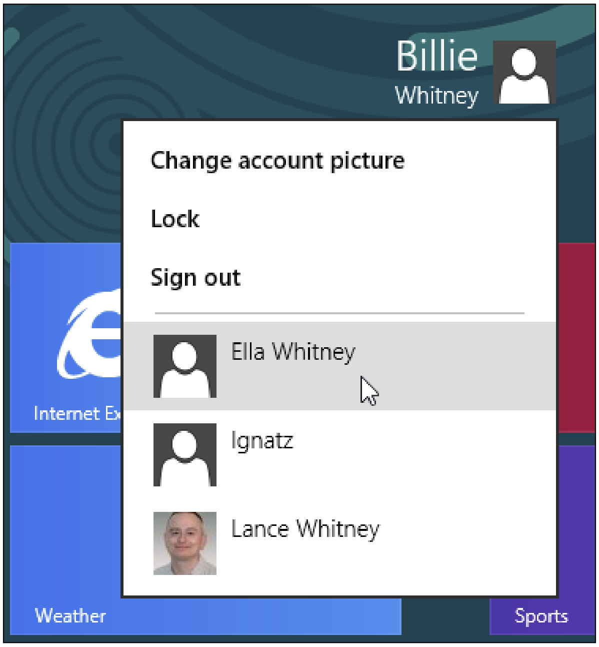
tip Switching from one account to another rather than logging out completely ensures that the first account's apps, files, and documents remain open.


Billie Whitney
billiewhit@live.com
Submit

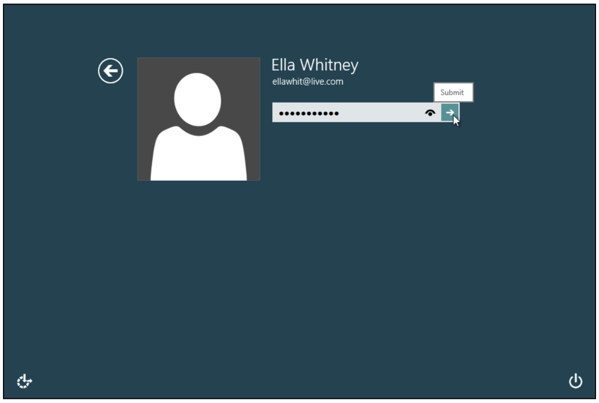
7 Log in with account: From the login screen, type the password for the account you chose.


Start
Billie
Whitney
Mail
Desktop
Internet Explorer
SkyDrive
News
Photos
8
Sunday
Weather
Sports
People
Music
Camera
Xbox LIVE Games
Travel
Messaging
Video
Store
Maps
Finance

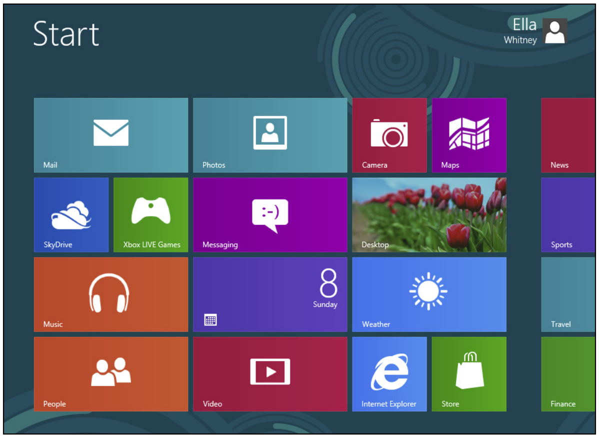
8 View Start screen: The account's Start screen appears.


Billie
Whitney
Change account picture
Lock
Sign out
Ella Whitney
Ignatz
Lance Whitney
Internet Ex
Weather
Sports

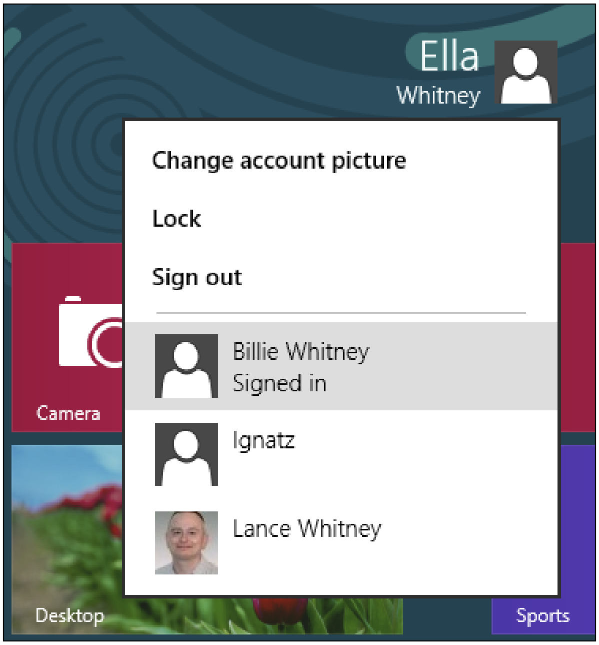
9 Switch to different account: Click your account name and picture at the top-right corner of the screen. Click the account that you want to switch to.


Ella Whitney
ellawhit@live.com
Submit

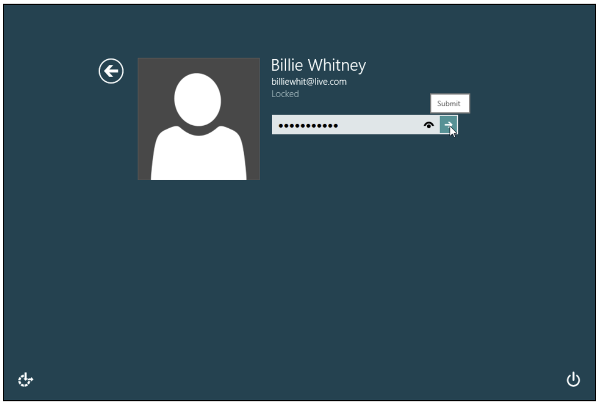
10 Log in with account: From the login screen, type the password for the account you chose.


Start
Ella
Whitney
Mail
Photos
Camera
Maps
News
SkyDrive
Xbox LIVE Games
Messaging
Desktop
Sports
Music
8
Sunday
Weather
Travel
People
Video
Internet Explorer
Store
Finance

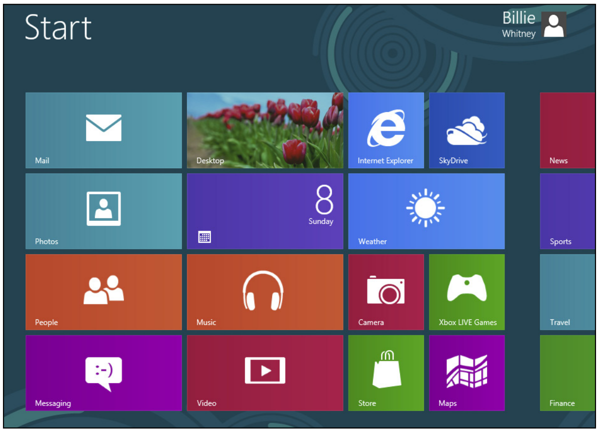
11 View Start screen: The account's Start screen appears.


Ella
Whitney
Change account picture
Lock
Sign out
Billie Whitney
Signed in
Ignatz
Lance Whitney
Camera
Desktop
Sports

12 Switch to previous account: Click your account name and picture at the top-right corner of the screen. The previous account displays "Signed in" underneath it, indicating that the account is still signed in to Windows. Click that account.

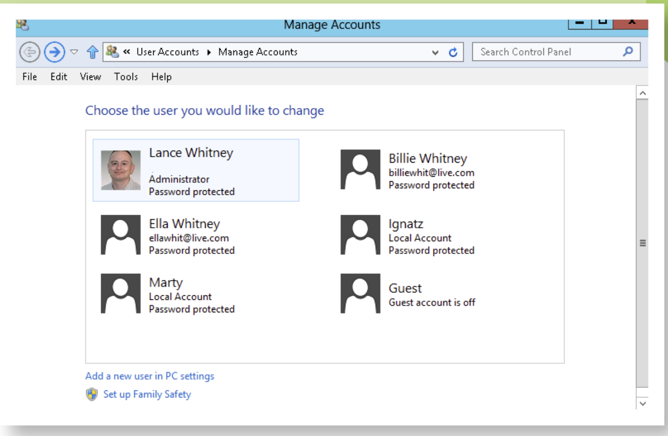

Billie Whitney
billiewhit@live.com
Locked
Submit
••••••••••••

13 Log in with account: From the login screen, type the password for the account you chose.


Start
Billie
Whitney
Mail
Desktop
Internet Explorer
SkyDrive
News
Photos
8
Sunday
Weather
Sports
People
Music
Camera
Xbox LIVE Games
Travel
Messaging
Video
Store
Maps
Finance

14 View Start screen: The account's Start screen appears.

Managing Your User Accounts


Manage Accounts
« User Accounts ▸ Manage Accounts
Search Control Panel
File Edit View Tools Help

Choose the user you would like to change

Lance Whitney
Administrator
Password protected

Billie Whitney
billiewhit@live.com
Password protected

Ella Whitney
ellawhit@live.com
Password protected

Ignatz
Local Account
Password protected

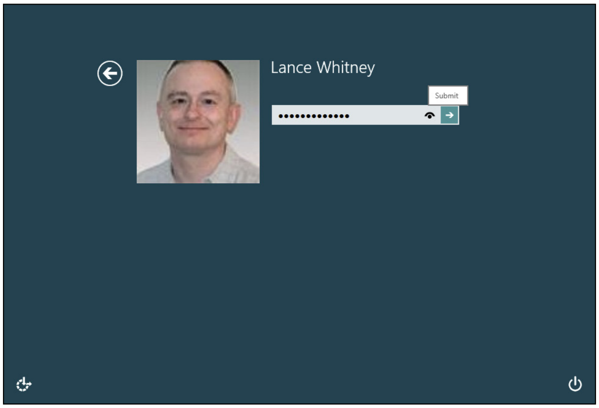
Marty
Local Account
Password protected

Guest
Guest account is off

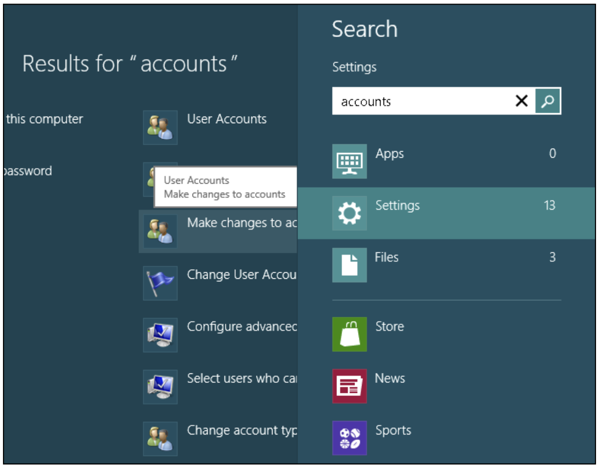
Add a new user in PC settings

Set up Family Safety

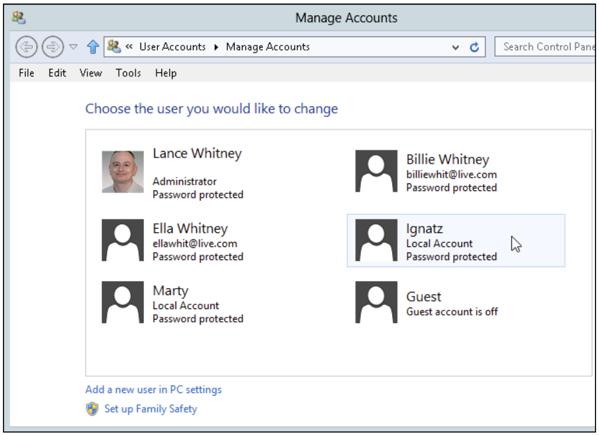
After you set up accounts in Windows 8 for yourself and potentially for other users of the PC, you may need to change certain features of those accounts. For example, you may want to change the account name or password. You may want to change the account type to Standard or Administrator. You may want to limit the account using the Family Safety feature. Or you may simply want to delete the account if it is no longer needed. You can perform all of these tasks for all accounts from the Manage Accounts page. This task explains how to manage your user accounts.


Lance Whitney
Submit

1 Log in: Log in to Windows with an Administrator account.


Results for "accounts"
Search
Settings
accounts
this computer
password
User Accounts
User Accounts
Make changes to accounts
Make changes to ac
Change User Accou
Configure advanced
Select users who ca
Change account typ
Apps 0
Settings 13
Files 3
Store
News
Sports

2 Open the Manage Accounts page: At the Start screen, type **accounts**. Click Settings below the search field. In the search results in the left pane, click Make changes to accounts.



Choose the user you would like to change

Lance Whitney
Administrator
Password protected

Billie Whitney
billiewhit@live.com
Password protected

Ella Whitney
ellawhit@live.com
Password protected

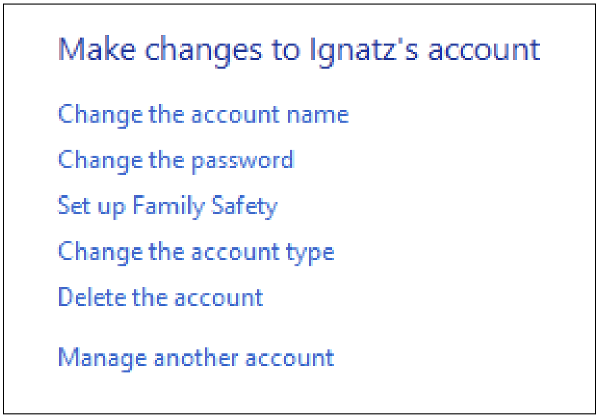
Ignatz
Local Account
Password protected

Marty
Local Account
Password protected

Guest
Guest account is off

Add a new user in PC settings
Set up Family Safety

3 Choose the account: In the Manage Accounts window, select the account you want to change.

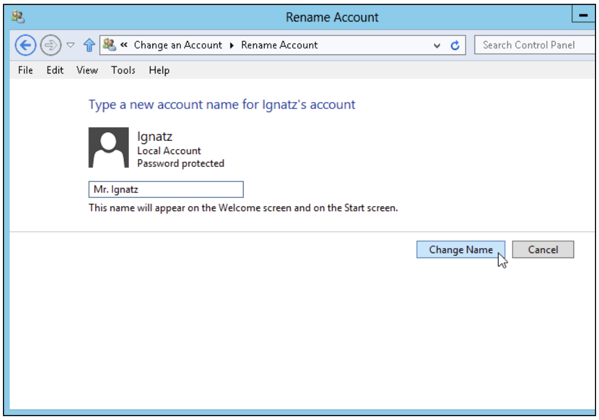


Make changes to Ignatz's account

Change the account name
Change the password
Set up Family Safety
Change the account type
Delete the account

Manage another account

4 View options: Depending on the account type, you see different options. A local account displays options to change the account name, change the password, set up Family Safety, change the account type, and delete the account. A Microsoft account displays options to set up Family Safety, change the account type, and delete the account. For this example, it is assumed the account is local.



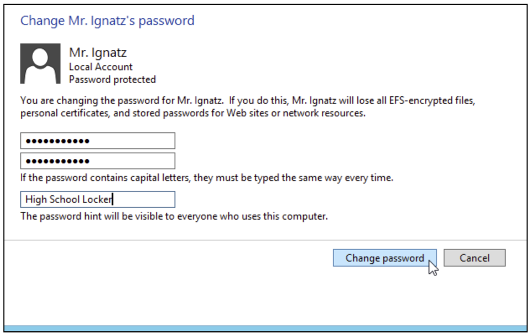
Type a new account name for Ignatz's account

Ignatz
Local Account
Password protected

Mr. Ignatz

This name will appear on the Welcome screen and on the Start screen.

5 Change the account name: Click the option to change the account name. In the Type a new account name screen, type a new account name in the text field. Click Change Name. The name is changed, and you are returned to the Change an Account screen for that account.



Change Mr. Ignatz's password

Mr. Ignatz
Local Account
Password protected

You are changing the password for Mr. Ignatz. If you do this, Mr. Ignatz will lose all EFS-encrypted files, personal certificates, and stored passwords for Web sites or network resources.

●●●●●●●●●●●
●●●●●●●●●●●

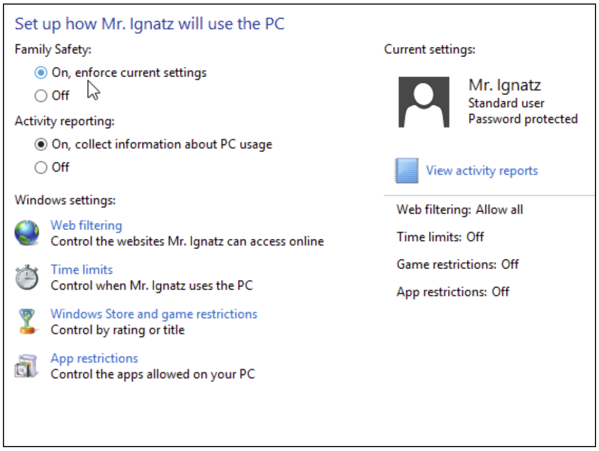
If the password contains capital letters, they must be typed the same way every time.

High School Locker

The password hint will be visible to everyone who uses this computer.

6 Change the password: Click the option to change the password. In the Change password screen, type the new password and then type it again as confirmation. Type a password hint. Click Change password. The password is changed, and you are returned to the Change an Account screen for that account.

tip You must be logged in as an Administrator to change any properties of a user account.



Set up how Mr. Ignatz will use the PC

Family Safety:

● On, enforce current settings
○ Off

Activity reporting:

● On, collect information about PC usage
○ Off

Windows settings:

Web filtering
Control the websites Mr. Ignatz can access online

Time limits
Control when Mr. Ignatz uses the PC

Windows Store and game restrictions
Control by rating or title

App restrictions
Control the apps allowed on your PC

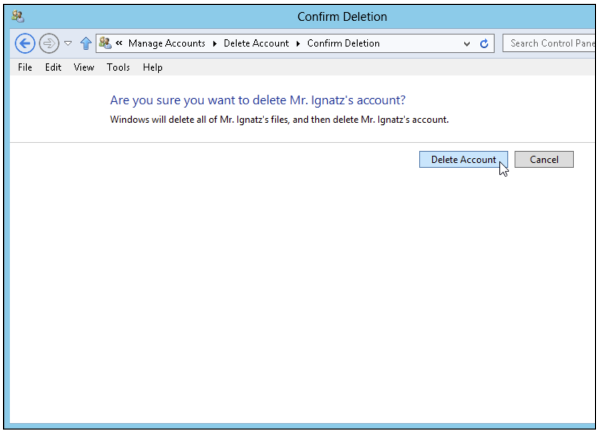
Current settings:

Mr. Ignatz
Standard user
Password protected

View activity reports

Web filtering: Allow all
Time limits: Off
Game restrictions: Off
App restrictions: Off

7 Set up Family Safety: Click Set up Family Safety. Click the account to which you want to apply Family Safety. The account must be set up as a Standard user, not an Administrator. In the screen to set up how the user will use the PC, select the On, enforce current settings radio button. Make sure that under Activity reporting the On, collect information about PC usage radio button is selected. You can also set specific restrictions for web filtering, time limits, the Windows Store, games, and apps.



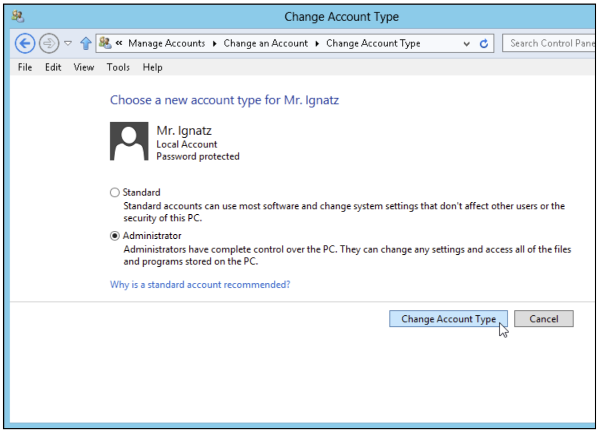
Confirm Deletion
« Manage Accounts ▸ Delete Account ▸ Confirm Deletion
Search Control Pane
File Edit View Tools Help

Are you sure you want to delete Mr. Ignatz's account?

Windows will delete all of Mr. Ignatz's files, and then delete Mr. Ignatz's account.

Delete Account
Cancel

9 Delete the account: Click the option to delete the account. Windows asks if you want to keep the user's files. Click Delete Files or Keep Files depending on your preference. At the next screen, click Delete Account. The account is deleted, and Windows returns you to the Manage Accounts screen.



Change Account Type
« Manage Accounts ▸ Change an Account ▸ Change Account Type
Search Control Pane
File Edit View Tools Help

Choose a new account type for Mr. Ignatz

Mr. Ignatz
Local Account
Password protected

○ Standard
Standard accounts can use most software and change system settings that don't affect other users or the security of this PC.

● Administrator
Administrators have complete control over the PC. They can change any settings and access all of the files and programs stored on the PC.

Why is a standard account recommended?

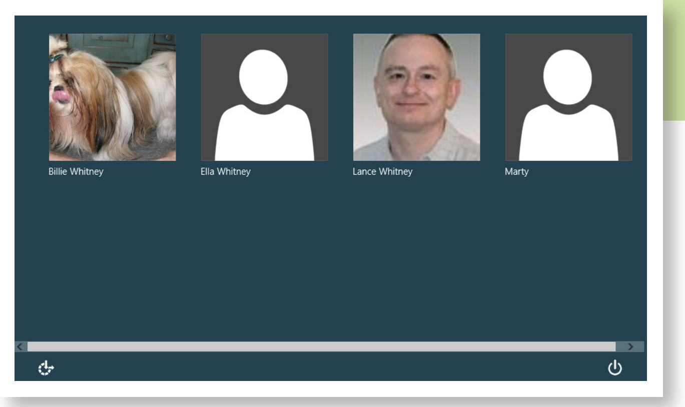
Change Account Type
Cancel

8 Change the account type: Click the option to manage another account and select the account you want to manage. Click the Change the account type option. From the Choose a new account type screen, select either Standard or Administrator. The screen explains the difference between the two account types. Click Change Account Type. The account type changes, and you are returned to the Change an Account screen for that account.

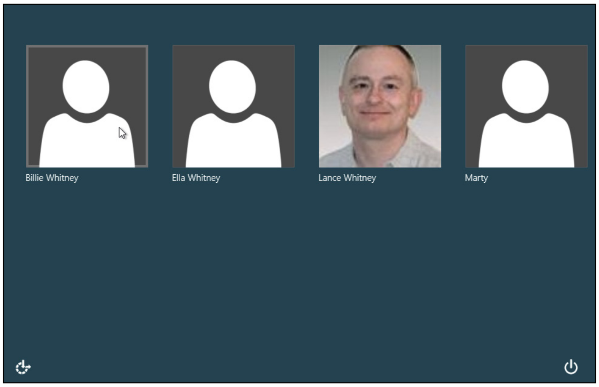
tip You may want to set up just one Administrator account to manage Windows and then set up the rest as Standard accounts.

tip To first add a new user, you must go to the Users section in the PC settings screen.

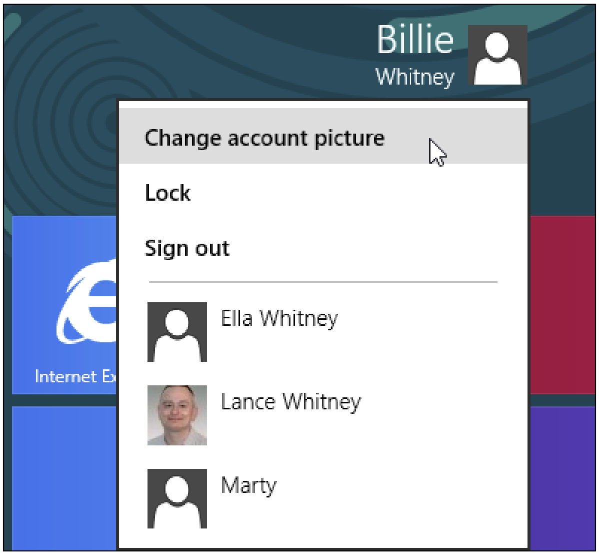
Changing Your Account Picture


Billie Whitney
Ella Whitney
Lance Whitney
Marty

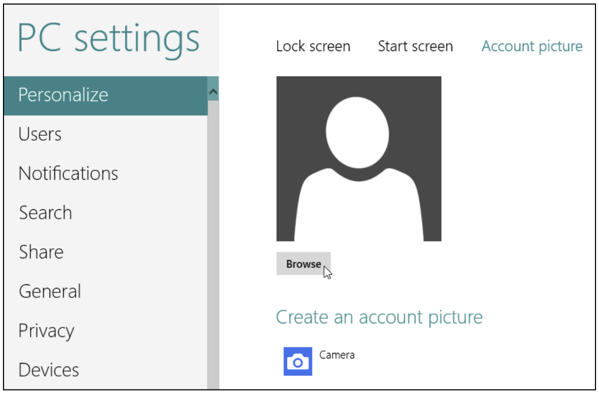
Your account picture appears on the Windows 8 login screen and in the upper-right corner of the Start screen. If you are using a Windows account and previously set up an image for your profile, then that image appears as your account picture. If you are using a local account or a Microsoft account with no associated picture, then the picture appears as just a plain generic image. You can easily change that generic image into a photograph of yourself or some other picture that you want to represent you. You can also switch to a different image by picking one from your Windows Pictures folder or taking a new photo through your PC's webcam. This task explains how to set up and change your Windows 8 account picture.


Billie Whitney
Ella Whitney
Lance Whitney
Marty

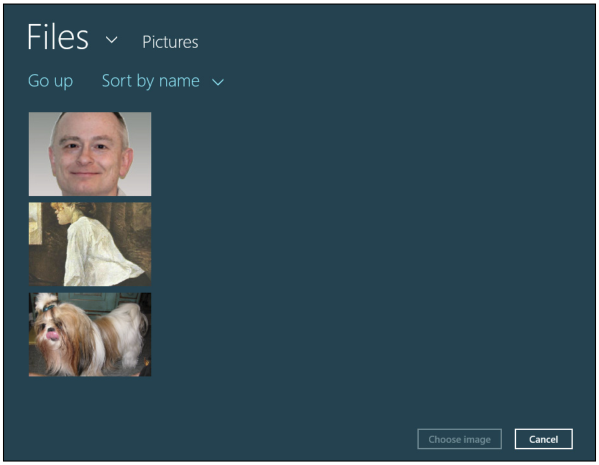
1 Log in to Windows: Log in with the account whose picture you wish to change.


Billie
Whitney
Change account picture
Lock
Sign out
Ella Whitney
Lance Whitney
Marty
Internet Ex

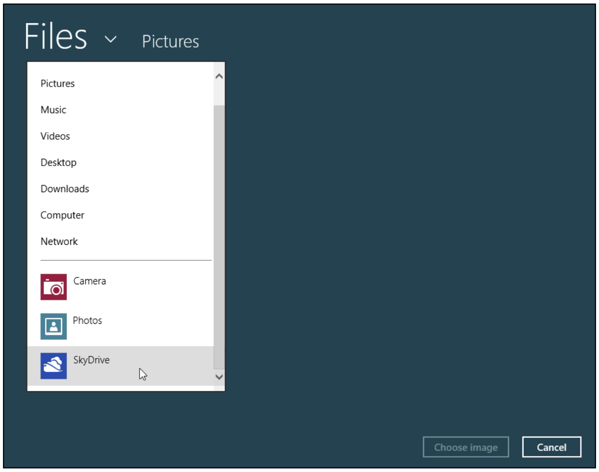
2 Access your account picture: From the Start screen, click your account name and picture in the upper-right corner. From the menu, click Change account picture.


PC settings
Personalize
Users
Notifications
Search
Share
General
Privacy
Devices
Lock screen
Start screen
Account picture
Browse
Create an account picture
Camera

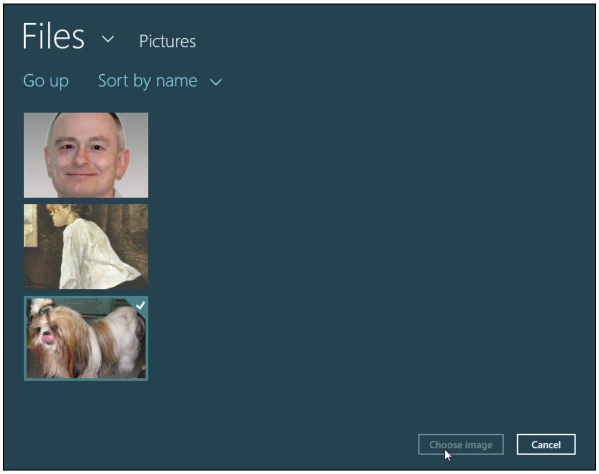
3 View pictures: The PC settings screen opens to display your current account picture. Click Browse to view other images stored in your Windows Pictures folder.


Files
Pictures
Go up
Sort by name
Choose image
Cancel

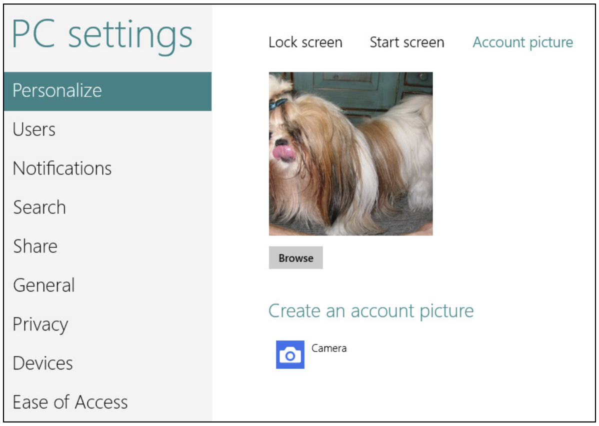
4 View local pictures: In the Windows Pictures app, you can view existing pictures stored directly in the folder.


Files
Pictures
Pictures
Music
Videos
Desktop
Downloads
Computer
Network
Camera
Photos
SkyDrive
Choose image
Cancel

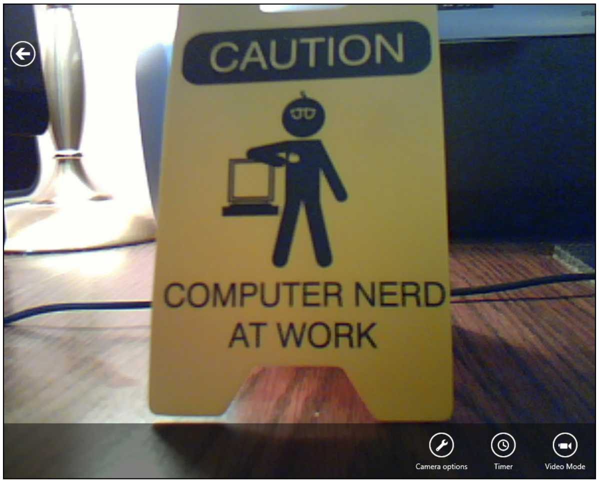
5 Find pictures from other folders: Click the Files link in the upper-left corner. A list of other folders appears. You can choose a picture from Music, your desktop, Downloads, or anywhere else on your computer. If you have a SkyDrive account, you can also click the SkyDrive icon at the bottom of the list to choose a picture from your SkyDrive storage space.


Files
Pictures
Go up
Sort by name
Choose image
Cancel

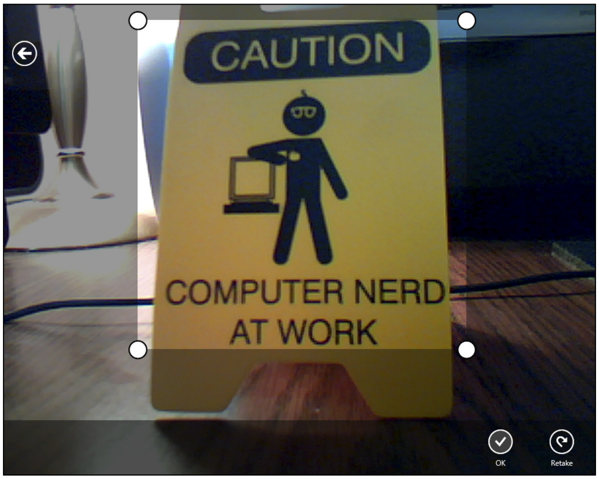
6 Pick a picture: Click on an existing picture. From the app bar, click Choose image.


PC settings
Personalize
Users
Notifications
Search
Share
General
Privacy
Devices
Ease of Access
Lock screen
Start screen
Account picture
Browse
Create an account picture
Camera

7 View new picture: The new picture replaces the older picture or generic image as your account picture.

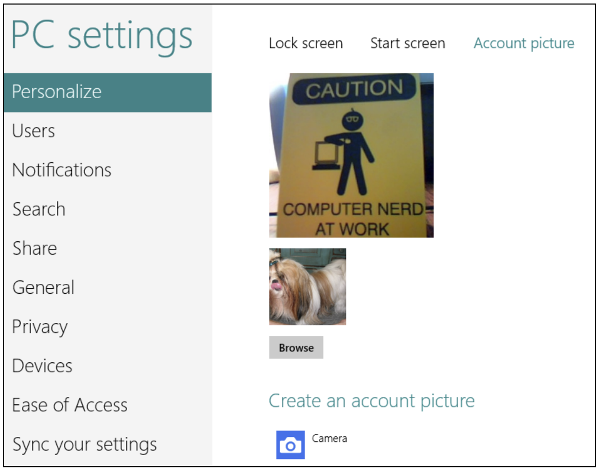

CAUTION
COMPUTER NERD
AT WORK
Camera options
Timer
Video Mode

8 Snap a picture: You can also take a new picture using the Windows Camera app. Under the Create an account picture link, click the Camera app icon. In the Camera app, click Camera options on the app bar to change the photo resolution. From there, click More to change the brightness or contrast. Click the Timer button on the app bar to set a 3-second timer. Press the spacebar or click the left mouse button to take the actual picture.

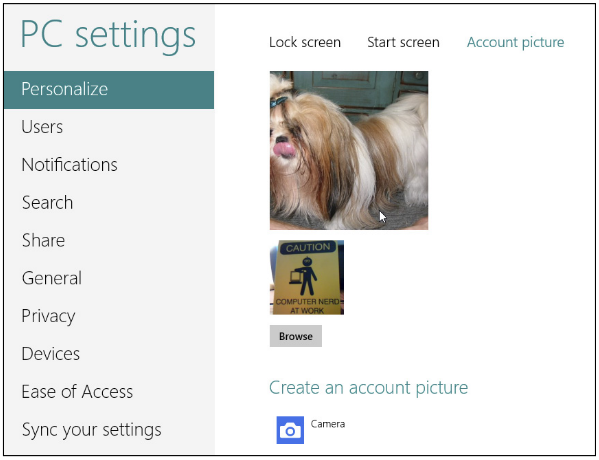

CAUTION
COMPUTER NERD
AT WORK
OK
Retake

9 Crop or retake photo: Drag the fill handles or the sides of the picture to crop it. Move your mouse into the image and drag the cropped square to change the position. If you like the photo, click OK to make it your new account photo. If you are not happy with it, click Retake to snap another photo.

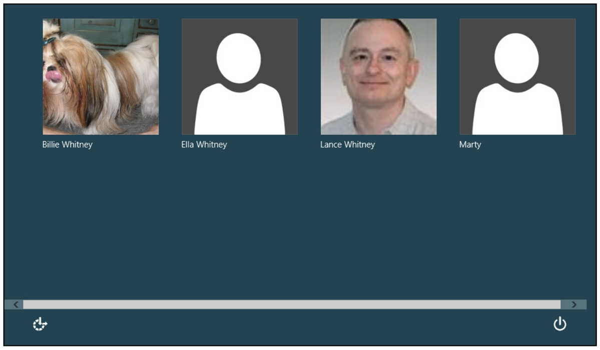
tip As you add more pictures, they display in the PC settings screen so you can easily change your account picture to a previous selection.


PC settings
Personalize
Users
Notifications
Search
Share
General
Privacy
Devices
Ease of Access
Sync your settings
Lock screen
Start screen
Account picture
CAUTION
COMPUTER NERD AT WORK
Browse
Create an account picture
Camera

10 View new picture: The new picture replaces the older picture or generic image as your account picture.


PC settings
Personalize
Users
Notifications
Search
Share
General
Privacy
Devices
Ease of Access
Sync your settings
Lock screen
Start screen
Account picture
CAUTION
COMPUTER NERD AT WORK
Browse
Create an account picture
Camera

11 Change picture: The previous picture appears below. Click on that picture to switch back to it.

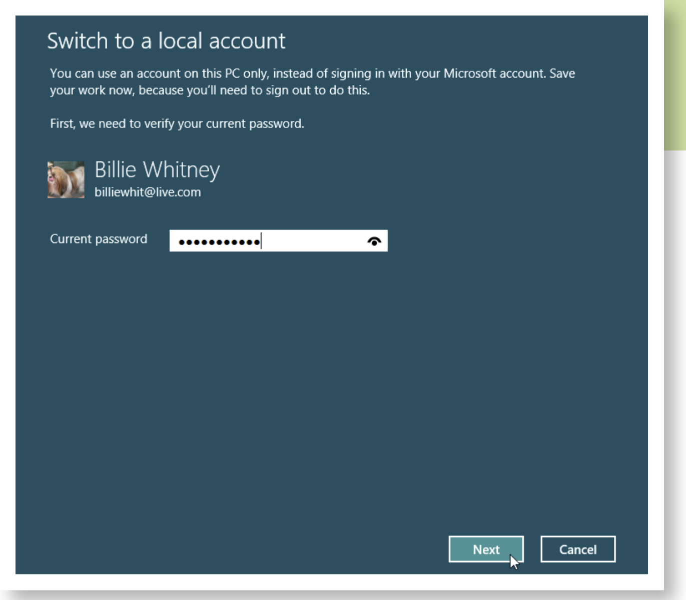

Billie Whitney
Ella Whitney
Lance Whitney
Marty

12 View picture at login: Log out of Windows. Click on the Lock screen. The photo appears as the new picture for your account.

tip You first need to add images to your Windows Pictures folder in order to use them as account pictures.

tip If you are using a Microsoft account, the new image you choose appears on your Microsoft account page as well.

Switching to a Local Account



Switch to a local account

You can use an account on this PC only, instead of signing in with your Microsoft account. Save your work now, because you'll need to sign out to do this.

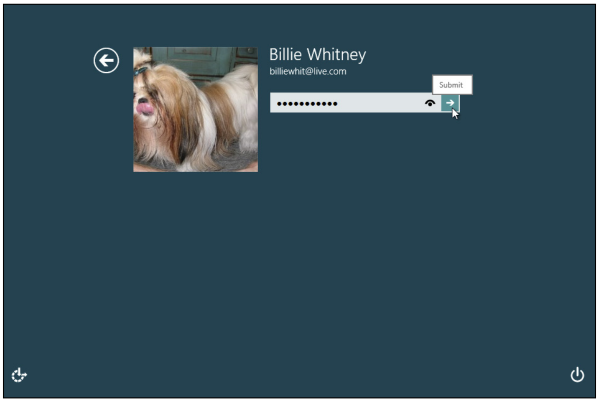
First, we need to verify your current password.

Billie Whitney
billiewhit@live.com

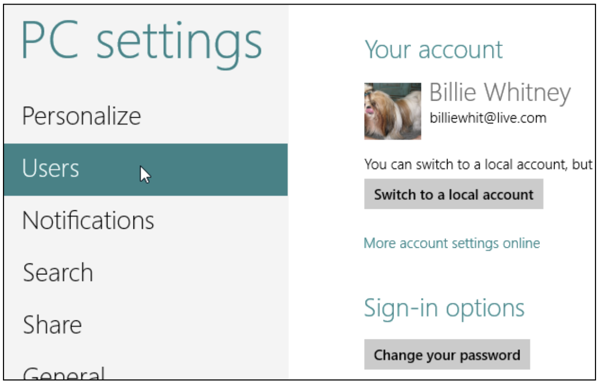
Current password: ••••••••••••

Next
Cancel

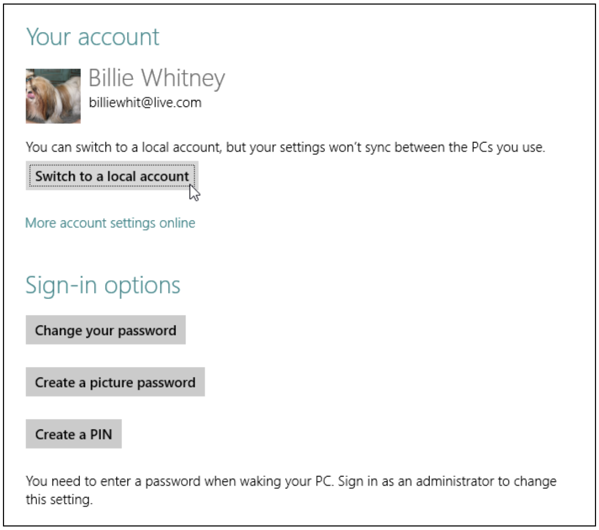
You can log in to Windows 8 with a Microsoft account or a local account specific to your PC. What is the difference between the two? A Microsoft account provides easy access to your online services, such as SkyDrive. It can sync key settings among your different Windows 8 PCs. And you can more quickly download Windows Store apps that you have already installed on other PCs. But if you do not need the quick online access or synchronization, you may prefer to use a local account. If you have already set up and logged in with a Microsoft account, you can easily convert that into a local account. This task explains how to switch to a local account.


Billie Whitney
billiewhit@live.com
Submit

1 Log in: Log in to Windows with your current Microsoft account.


PC settings
Personalize
Users
Notifications
Search
Share
General
Your account
Billie Whitney
billiewhit@live.com
You can switch to a local account, but
Switch to a local account
More account settings online
Sign-in options
Change your password

2 Access the Users page: Hover your mouse in the lower-right hot corner to display the Charms bar. Click the Settings charm and then click Change PC settings. In the left pane of the PC settings screen, click Users.



Your account

Billie Whitney
billiewhit@live.com

You can switch to a local account, but your settings won't sync between the PCs you use.

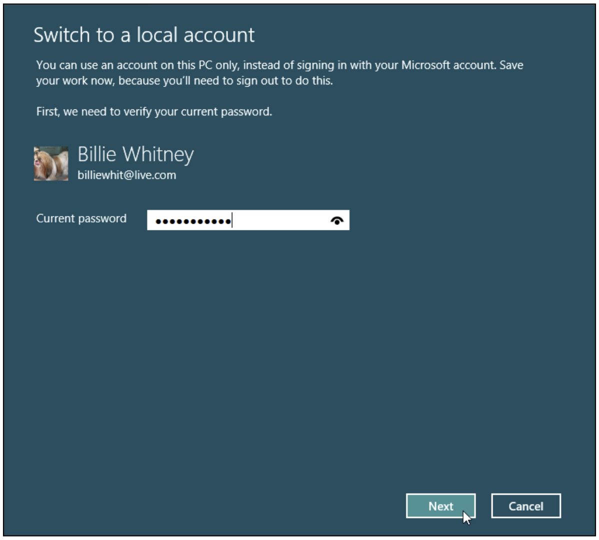
Switch to a local account
More account settings online

Sign-in options

Change your password
Create a picture password
Create a PIN

You need to enter a password when waking your PC. Sign in as an administrator to change this setting.

3 Choose to switch to local account: Under your current Microsoft account, click Switch to a local account.



Switch to a local account

You can use an account on this PC only, instead of signing in with your Microsoft account. Save your work now, because you'll need to sign out to do this.

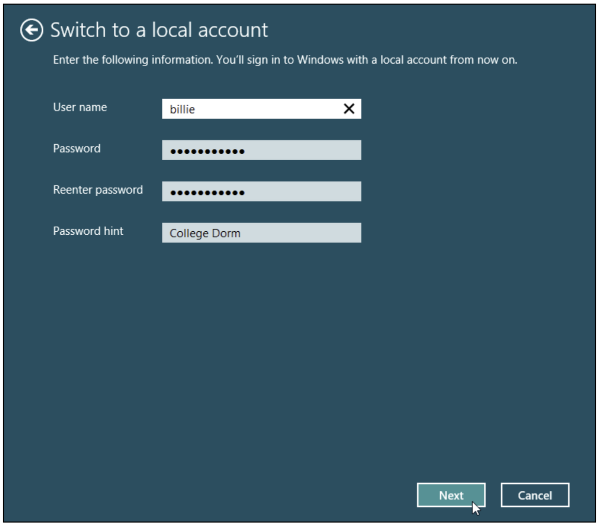
First, we need to verify your current password.

Billie Whitney
billiewhit@live.com

Current password: ●●●●●●●●●●●

Next
Cancel

4 Enter current password: At the Switch to a local account screen, type your current account password. Click Next.



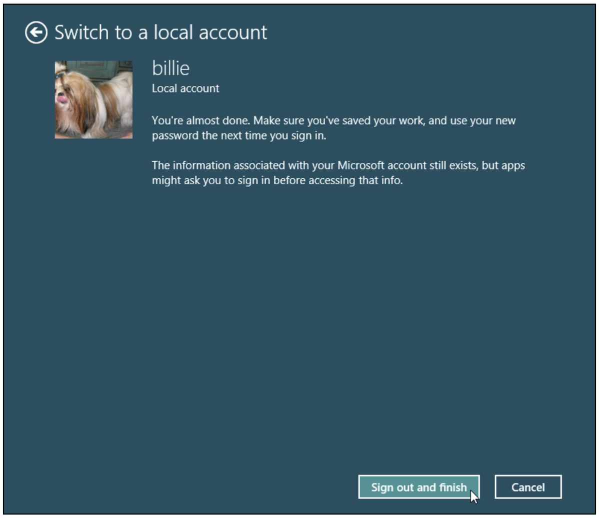
Switch to a local account

Enter the following information. You'll sign in to Windows with a local account from now on.

User name: billie
Password: ●●●●●●●●●●●
Reenter password: ●●●●●●●●●●●
Password hint: College Dorm

Next
Cancel

5 Enter account information: At the next screen, type the username, password, and password hint for your new local account. Click Next.



Switch to a local account

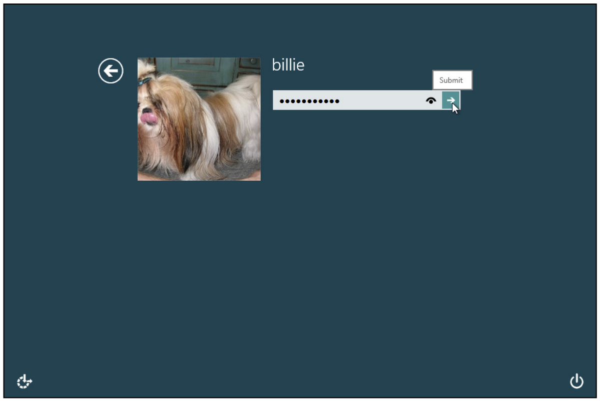
billie
Local account

You're almost done. Make sure you've saved your work, and use your new password the next time you sign in.

The information associated with your Microsoft account still exists, but apps might ask you to sign in before accessing that info.

Sign out and finish
Cancel

6 Sign out: At the next screen, click Sign out and finish to log out of your current Microsoft account.

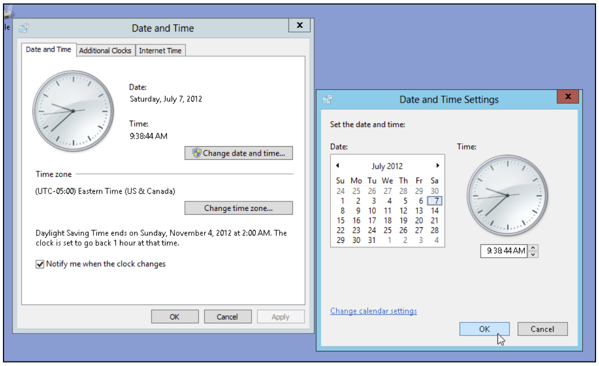

billie
Submit

7 Log in with new account: Press any key to get past the Lock screen. Click your account name and picture. Type the password for your new local account.

tip You can still use Mail, Photos, and other apps associated with your Microsoft account, but you need to log in individually to use them.

Quick Fixes

Changing the Date or Time


Date and Time
Date and Time
Additional Clocks
Internet Time
Change date and time...
Change time zone...
OK
Cancel
Apply
Date and Time Settings
Change calendar settings
OK
Cancel

Date:
Saturday, July 7, 2012

Time:
9:38:44 AM

Time zone
(UTC-05:00) Eastern Time (US & Canada)

Daylight Saving Time ends on Sunday, November 4, 2012 at 2:00 AM. The clock is set to go back 1 hour at that time.

☑ Notify me when the clock changes

Set the date and time:

Date:

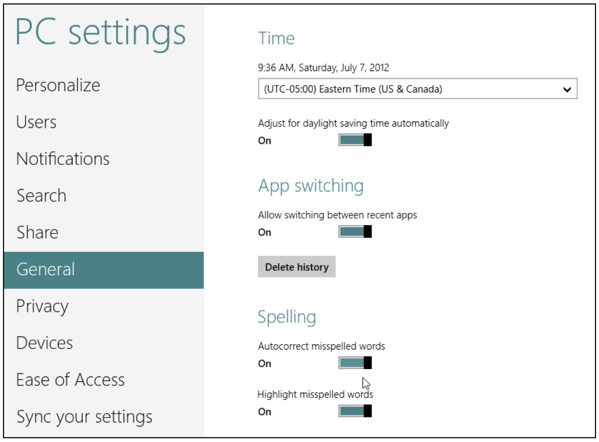
July 2012

Su	Mo	Tu	We	Th	Fr	Sa
24	25	26	27	28	29	30
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

Time:
9:38:44 AM

From the Start screen, type the word **time**. Click Settings. In the search results on the left pane, click the Date and Time setting. In the Date and Time window, click Change date and time. If you receive a User Account Control window, type your password and click Yes. In the Date and Time Settings window, you can now change the date and/or time. Click OK.

Setting Spell Check


PC settings
Personalize
Users
Notifications
Search
Share
General
Privacy
Devices
Ease of Access
Sync your settings
Delete history

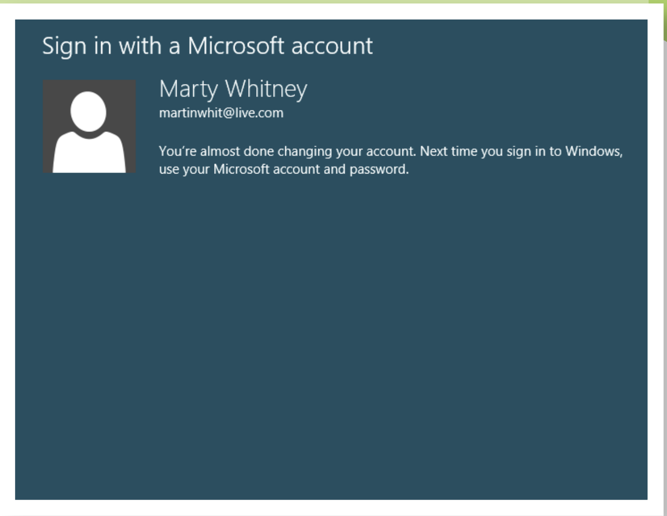
Time
9:36 AM, Saturday, July 7, 2012
(UTC-05:00) Eastern Time (US & Canada)
Adjust for daylight saving time automatically
On

App switching
Allow switching between recent apps
On

Spelling
Autocorrect misspelled words
On
Highlight misspelled words
On

From the Start screen, type the word **spell**. Click Settings. In the search results on the left pane, click the Autocorrect misspelled words setting. In the Spelling section on the General screen, you can set autocorrect misspelled words and highlight misspelled words to on or off.

Switching to a Microsoft Account



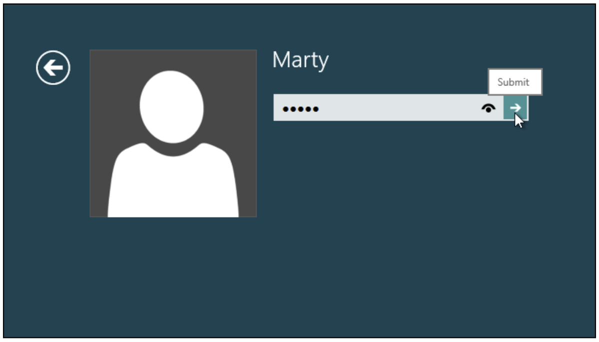
Sign in with a Microsoft account

Marty Whitney

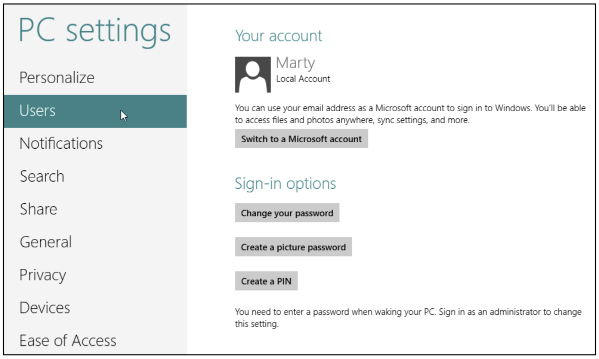
martinwhit@live.com

You're almost done changing your account. Next time you sign in to Windows, use your Microsoft account and password.

You can log in to Windows 8 with a local account or a Microsoft account. A local account is considered by some people to be safer and more secure as it does not require the use of an online username and password. However, a local account is limited in that it does not sync settings among your different Windows PCs and does not provide quick access to SkyDrive and other online accounts and services. For those reasons and more, you may want to switch from a local account to a Microsoft account. This task explains how to switch to a Microsoft account.


Marty
Submit
•••••

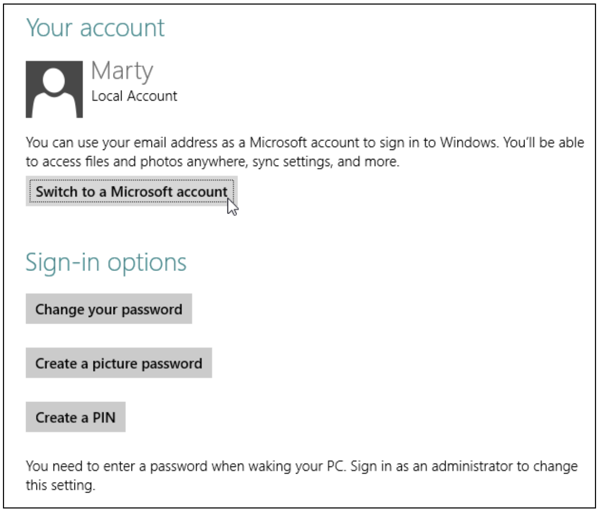
1 Log in: Log in to Windows with your local account.


PC settings
Personalize
Users
Notifications
Search
Share
General
Privacy
Devices
Ease of Access
Your account
Marty
Local Account
Switch to a Microsoft account
Sign-in options
Change your password
Create a picture password
Create a PIN

You can use your email address as a Microsoft account to sign in to Windows. You'll be able to access files and photos anywhere, sync settings, and more.

You need to enter a password when waking your PC. Sign in as an administrator to change this setting.

2 Access the Users page: Hover your mouse in the lower-right hot corner to display the Charms bar. Click the Settings charm and then select the Change PC settings option. In the left pane of the PC settings screen, click Users.


Your account

Marty
Local Account

You can use your email address as a Microsoft account to sign in to Windows. You'll be able to access files and photos anywhere, sync settings, and more.

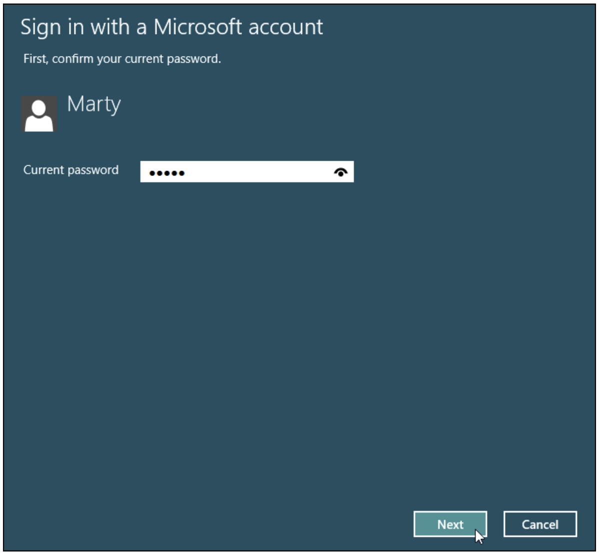
Switch to a Microsoft account

Sign-in options

Change your password
Create a picture password
Create a PIN

You need to enter a password when waking your PC. Sign in as an administrator to change this setting.

3 Choose to use Microsoft account: Under your current local account, click Switch to a Microsoft account.


Sign in with a Microsoft account

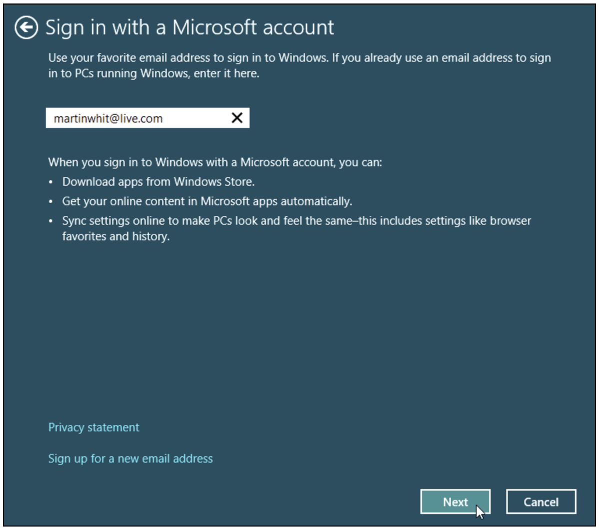
First, confirm your current password.

Marty

Current password: •••••

Next
Cancel

4 Enter current password: At the Sign in with a Microsoft account screen, type your current local account password. Click Next.


Sign in with a Microsoft account

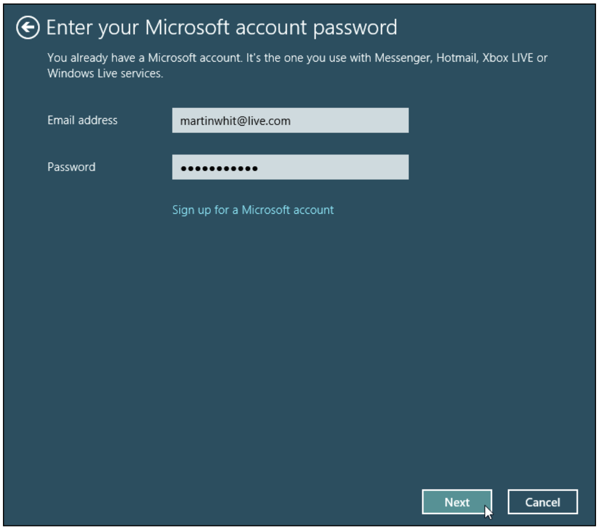
Use your favorite email address to sign in to Windows. If you already use an email address to sign in to PCs running Windows, enter it here.

martinwhit@live.com

When you sign in to Windows with a Microsoft account, you can:
- Download apps from Windows Store.
- Get your online content in Microsoft apps automatically.
- Sync settings online to make PCs look and feel the same–this includes settings like browser favorites and history.

Privacy statement
Sign up for a new email address
Next
Cancel

5 Enter your account information: At the next screen, type the e-mail address for your Microsoft account. If you do not already have a Microsoft account, click Sign up for a new e-mail address and follow Steps 15 through 19 in the task "Adding a Microsoft Account to Windows." If you have a Microsoft account and have typed your e-mail address, click Next.


Enter your Microsoft account password

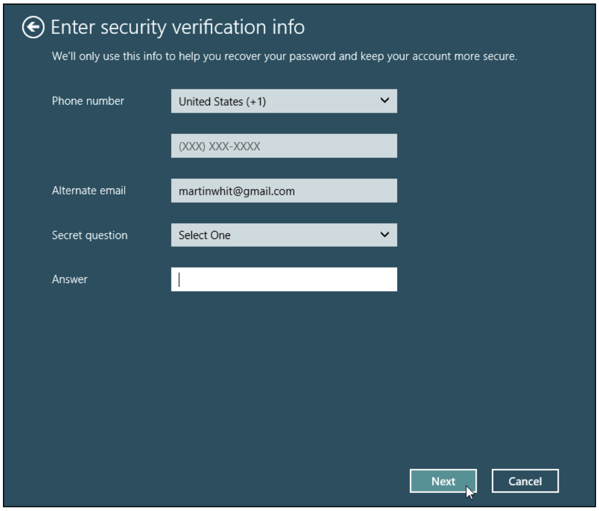
You already have a Microsoft account. It's the one you use with Messenger, Hotmail, Xbox LIVE or Windows Live services.

Email address: martinwhit@live.com

Password: •••••••••••

Sign up for a Microsoft account
Next
Cancel

6 Enter your password: At the Enter your Microsoft account password screen, type the password for your Microsoft account. Click Next.



Enter security verification info

We'll only use this info to help you recover your password and keep your account more secure.

Phone number: United States (+1)

(XXX) XXX-XXXX

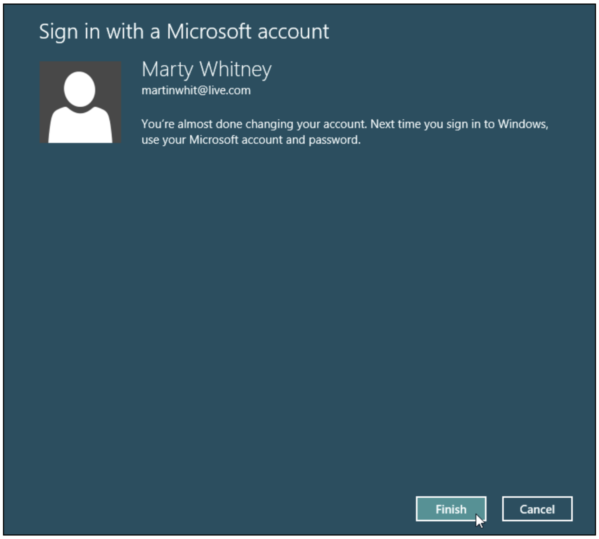
Alternate email: martinwhit@gmail.com

Secret question: Select One

Answer:

Next
Cancel

7 Enter security verification info: At the Enter security verification info screen, confirm your phone number, alternate e-mail address, and secret question if you selected one. Click Next.



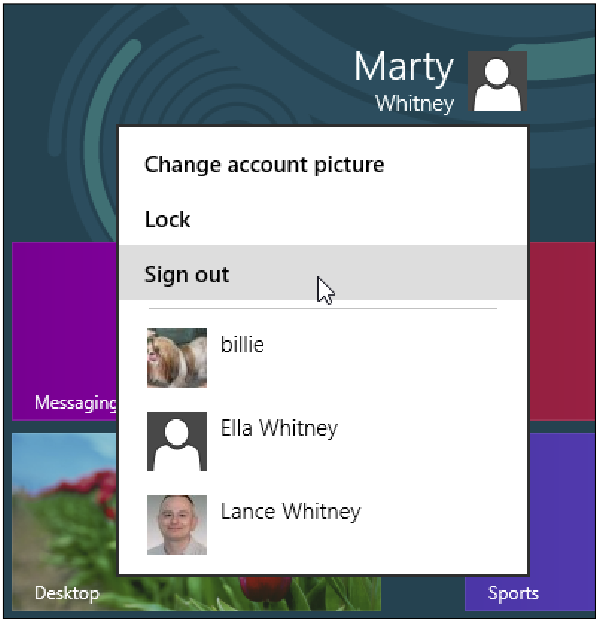
Sign in with a Microsoft account

Marty Whitney
martinwhit@live.com

You're almost done changing your account. Next time you sign in to Windows, use your Microsoft account and password.

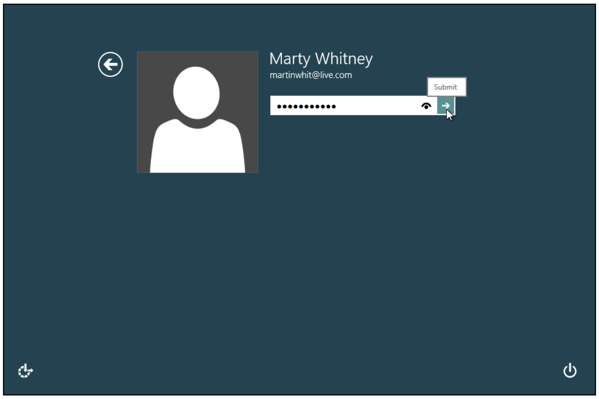
Finish
Cancel

8 Sign in with a Microsoft account: At the Sign in with a Microsoft account screen, click Finish to prepare your Microsoft account.



Marty
Whitney
Change account picture
Lock
Sign out
billie
Ella Whitney
Lance Whitney
Messaging
Desktop
Sports

9 Sign out of current account: Open the Start screen by pressing the Windows key or clicking on the thumbnail in the lower-left hot corner. Click your account name and picture in the upper-right corner. From the menu, click Sign out.

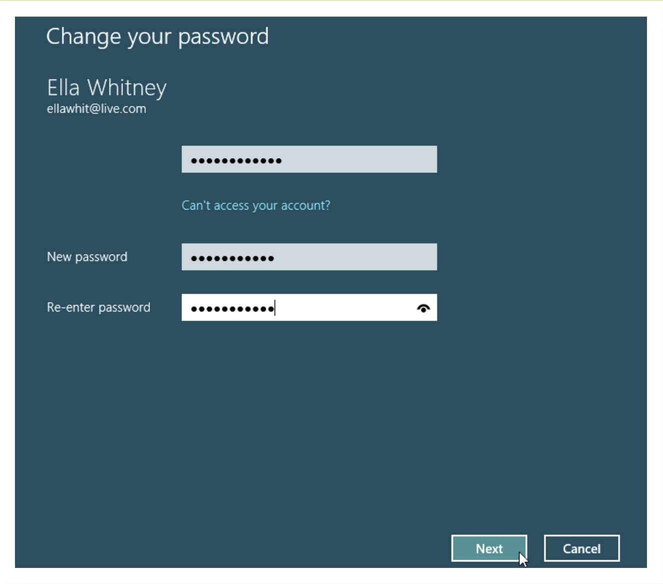


Marty Whitney
martinwhit@live.com
Submit

10 Log in with new account: Press any key to get past the Lock screen. Select your account. Type the password for your new Microsoft account.

tip You can access your online Microsoft accounts and services without having to log in each time to use them.

Changing Your Password Protection


Change your password

Ella Whitney
ellawhit@live.com

••••••••••••

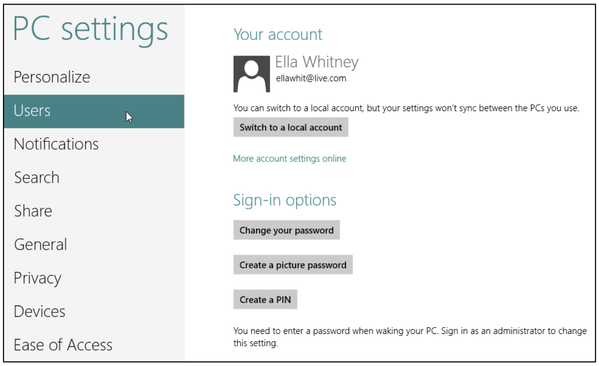
Can't access your account?

New password ••••••••••••

Re-enter password ••••••••••••

Next
Cancel

Windows 8 provides built-in security by requiring you to log in with a username and password, whether you use a local account or a Microsoft account. But you can simplify or strengthen your password security a number of ways. You can change the password for your local account or Microsoft account, making it stronger or easier to remember, or hopefully a combination of both. You can replace your password with a PIN that might be simpler to remember, though you can still use either your password or your PIN. This task explains how to change the options for your password protection.


PC settings

Personalize
Users
Notifications
Search
Share
General
Privacy
Devices
Ease of Access

Your account

Ella Whitney
ellawhit@live.com

You can switch to a local account, but your settings won't sync between the PCs you use.

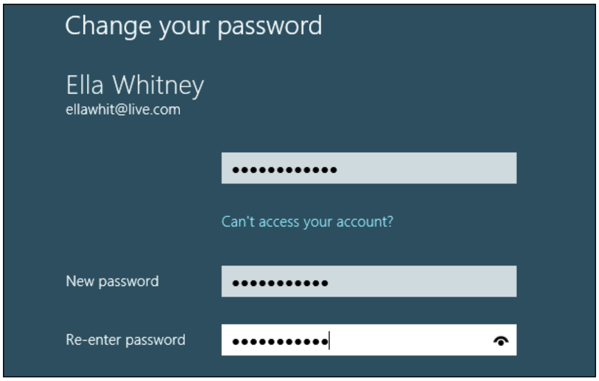
Switch to a local account
More account settings online

Sign-in options

Change your password
Create a picture password
Create a PIN

You need to enter a password when waking your PC. Sign in as an administrator to change this setting.

1 Access the Users page: Hover your mouse in the lower-right hot corner to display the Charms bar. Click the Settings charm and then click Change PC settings. In the left pane of the PC settings screen, click Users.


Change your password

Ella Whitney
ellawhit@live.com

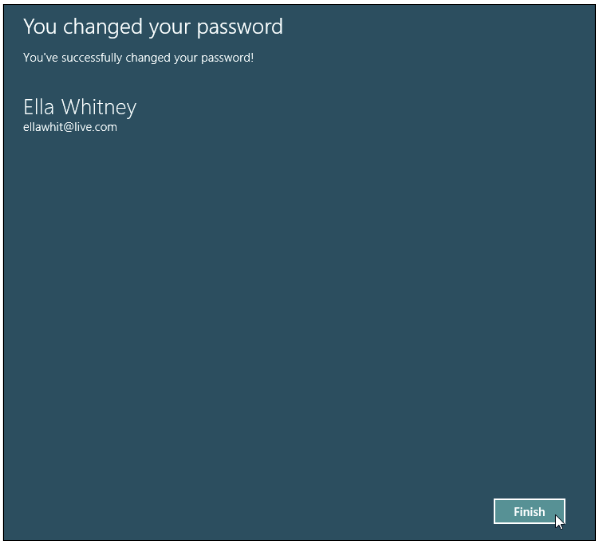
••••••••••••

Can't access your account?

New password ••••••••••••

Re-enter password ••••••••••••

2 Change your password: Under the Sign-in options section, click Change your password. At the Change your password screen, type your current password and then type your new password once and then again to confirm it. Click Next.

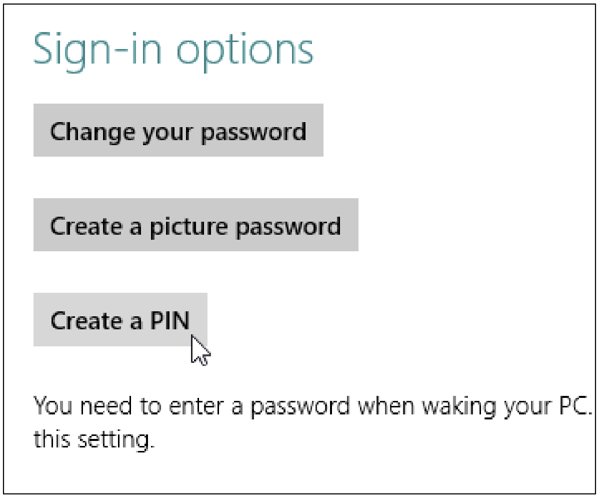


You changed your password

You've successfully changed your password!

Ella Whitney
ellawhit@live.com

3 View confirmation of password change: A message appears that you changed your password. Click Finish. You are returned to the PC settings screen.

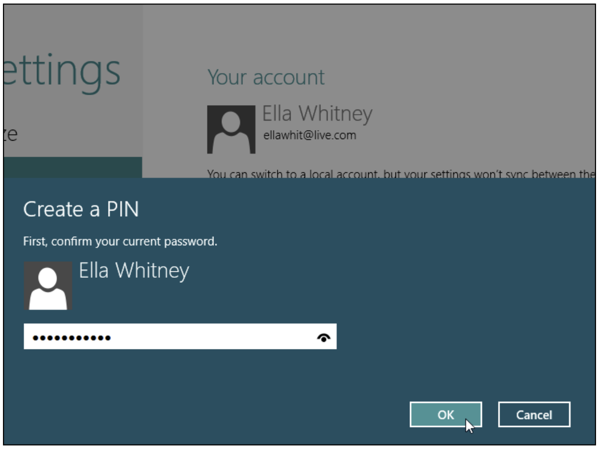


Sign-in options

Change your password
Create a picture password
Create a PIN

You need to enter a password when waking your PC.
this setting.

4 Create a PIN: Under the Sign-in options section, click Create a PIN.



ettings
Your account
Ella Whitney
ellawhit@live.com

You can switch to a local account, but your settings won't sync between the

Create a PIN

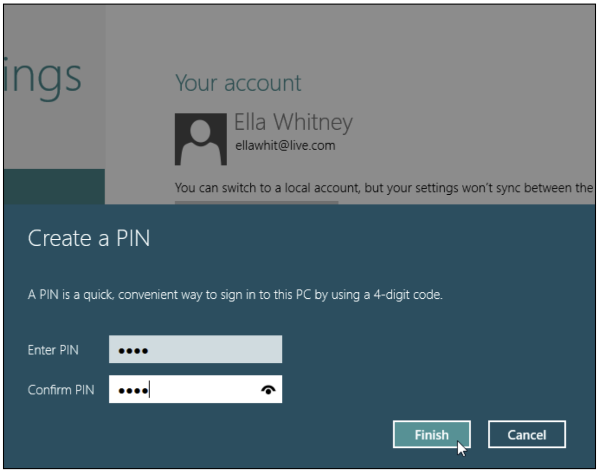
First, confirm your current password.

Ella Whitney

•••••••••••

OK
Cancel

5 Confirm your password: Type your current password. Click OK.



ings
Your account
Ella Whitney
ellawhit@live.com

You can switch to a local account, but your settings won't sync between the

Create a PIN

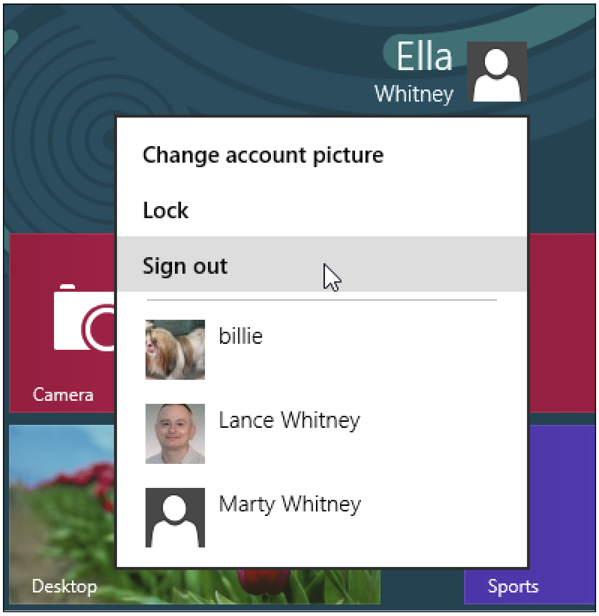
A PIN is a quick, convenient way to sign in to this PC by using a 4-digit code.

Enter PIN ••••

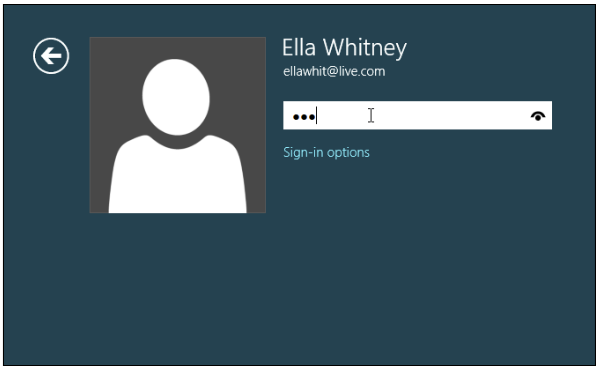
Confirm PIN ••••

Finish
Cancel

6 Enter the PIN: In the Create a PIN screen, type your PIN once and then again to confirm it. (Your PIN can be up to four numbers.) Click Finish.


Ella
Whitney
Change account picture
Lock
Sign out
billie
Lance Whitney
Marty Whitney
Camera
Desktop
Sports

7 Sign out: Open the Start screen by pressing the Windows key or clicking on the thumbnail in the lower-left hot corner. Click your account name and picture in the upper-right corner. From the menu, click Sign out.

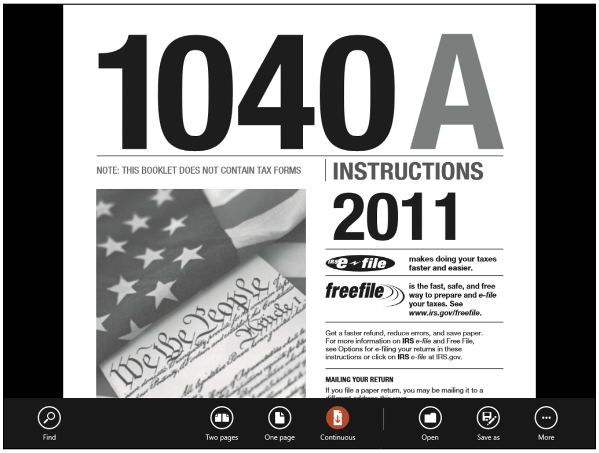

Ella Whitney
ellawhit@live.com
Sign-in options

8 Sign in with PIN: Press any key to get past the Lock screen. Click your account name and picture. Type your new PIN to log in to Windows.

tip After you set up a PIN, Windows displays a Sign-in options link at the login screen, letting you use your password or PIN.

Quick Fix

Using Microsoft Reader to View a PDF


1040 A

NOTE: THIS BOOKLET DOES NOT CONTAIN TAX FORMS

INSTRUCTIONS

2011

IRS e-file makes doing your taxes faster and easier.

freefile is the fast, safe, and free way to prepare and *e-file* your taxes. See *www.irs.gov/freefile*.

Get a faster refund, reduce errors, and save paper. For more information on **IRS** *e-file* and Free File, see Options for e-filing your returns in these instructions or click on **IRS** *e-file* at IRS.gov.

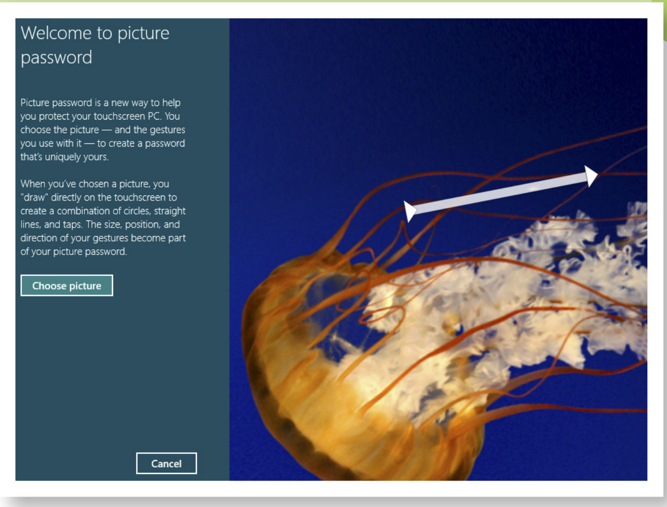
MAILING YOUR RETURN

If you file a paper return, you may be mailing it to a
Find
Two pages
One page
Continuous
Open
Save as
More

Open Internet Explorer by clicking its Start screen tile. For example, you might want to view online tax return instructions in PDF form. Browse to the IRS form site at www.irs.gov/formspubs and download a PDF. After the download completes, click Open folder. Double-click on the PDF to open it in Microsoft Reader. Right-click on the screen to open the app bar where you can change the layout, find text within the file, and access other options.

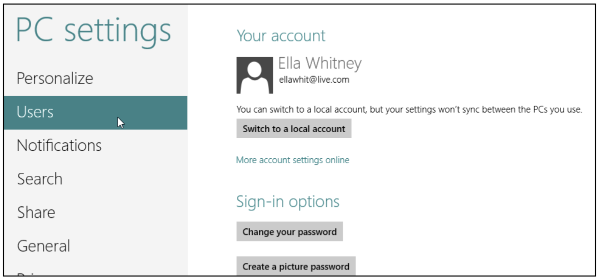
Creating a Picture Password

Windows 8 provides traditional security in the form of a password or a PIN, which you can set or change as explained in the previous task "Changing Your Password Protection." But new to Windows is an option to use a picture password. This option lets you use a picture of your choice, and then draw lines or circles, or tap on any area of the picture to set up your security. Logging in using a picture password requires you to enter the same gestures in the same order. Though this option is perhaps better suited for a touch-screen tablet, PC users can set up a picture password and simply use a mouse to create and re-create the gestures. This task explains how to set up a picture password.


Welcome to picture password
Choose picture
Cancel

Picture password is a new way to help you protect your touchscreen PC. You choose the picture — and the gestures you use with it — to create a password that's uniquely yours.

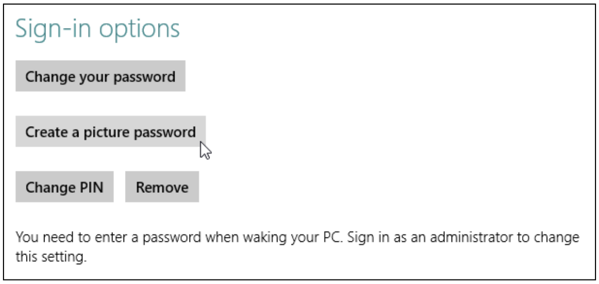
When you've chosen a picture, you "draw" directly on the touchscreen to create a combination of circles, straight lines, and taps. The size, position, and direction of your gestures become part of your picture password.


PC settings
Personalize
Users
Notifications
Search
Share
General
Your account
Switch to a local account
More account settings online
Sign-in options
Change your password
Create a picture password

Ella Whitney
ellawhit@live.com

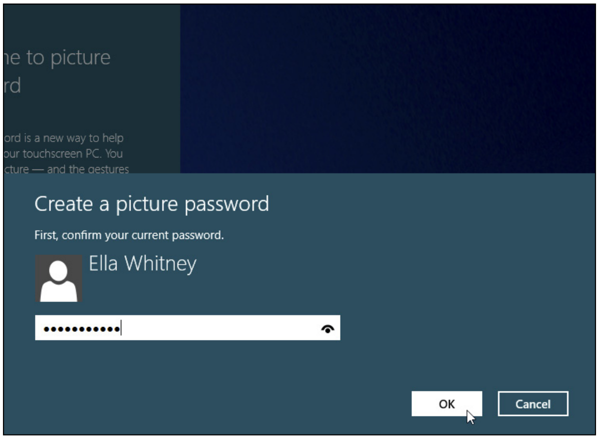
You can switch to a local account, but your settings won't sync between the PCs you use.

1 Access the Users page: Log in with the account for which you want to create a picture password. Hover your mouse in the lower-right hot corner to display the Charms bar. Click the Settings charm and then the Change PC settings option. In the left pane of the PC settings screen, click Users.


Sign-in options
Change your password
Create a picture password
Change PIN
Remove

You need to enter a password when waking your PC. Sign in as an administrator to change this setting.

2 Set up a picture password: Under the Sign-in options section, click Create a picture password.

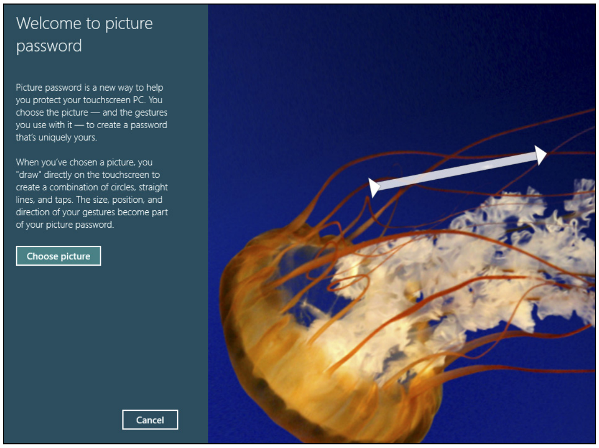


Create a picture password

First, confirm your current password.

Ella Whitney

3 Enter password: At the Create a picture password screen, type your current account password. Click OK.

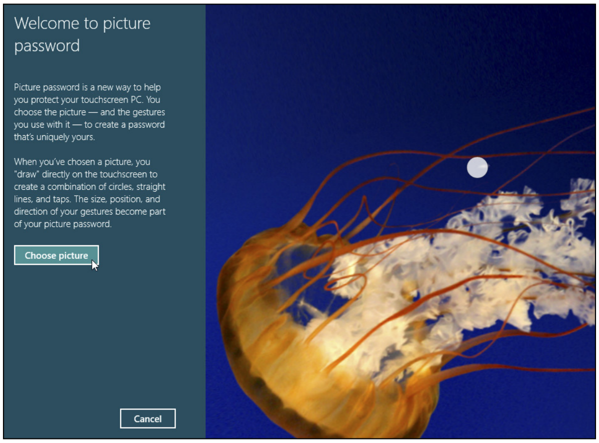


Welcome to picture password

Picture password is a new way to help you protect your touchscreen PC. You choose the picture — and the gestures you use with it — to create a password that's uniquely yours.

When you've chosen a picture, you "draw" directly on the touchscreen to create a combination of circles, straight lines, and taps. The size, position, and direction of your gestures become part of your picture password.

4 Read directions: The Welcome to picture password screen explains how the process works and displays the steps for creating gestures on a picture.

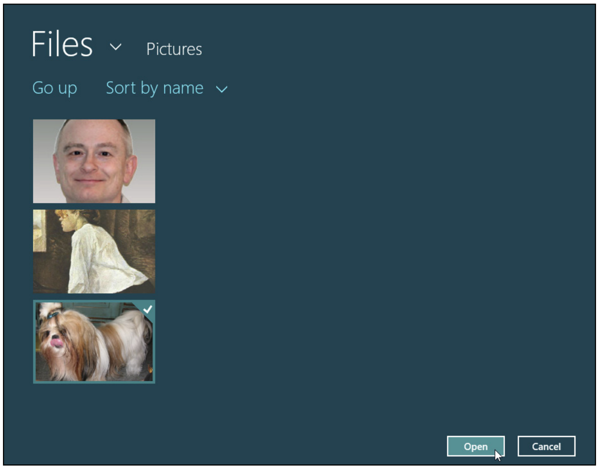


Welcome to picture password

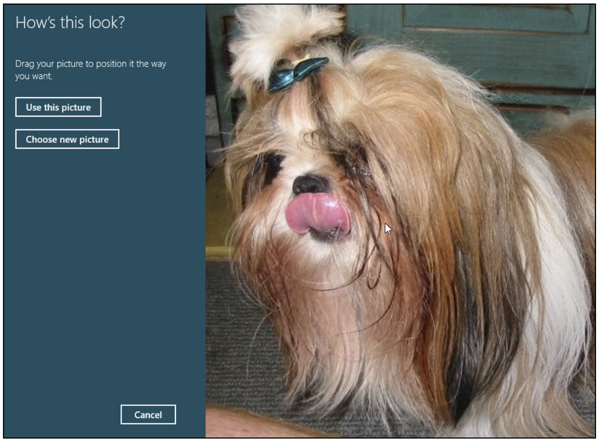
Picture password is a new way to help you protect your touchscreen PC. You choose the picture — and the gestures you use with it — to create a password that's uniquely yours.

When you've chosen a picture, you "draw" directly on the touchscreen to create a combination of circles, straight lines, and taps. The size, position, and direction of your gestures become part of your picture password.

5 Choose a picture: Click Choose picture to select an image from your Pictures library.



6 Select your picture: From your Pictures library, click the picture you want to use. Click Open.

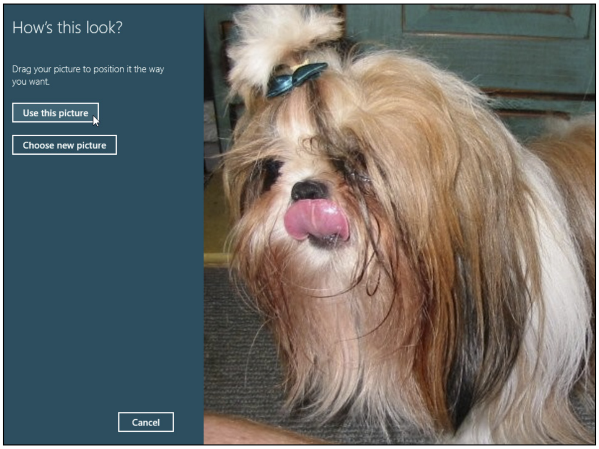


How's this look?

Drag your picture to position it the way you want.

Use this picture
Choose new picture
Cancel

7 **Set up your picture:** In the How's this look? screen, drag your picture up, down, left, or right to position it.

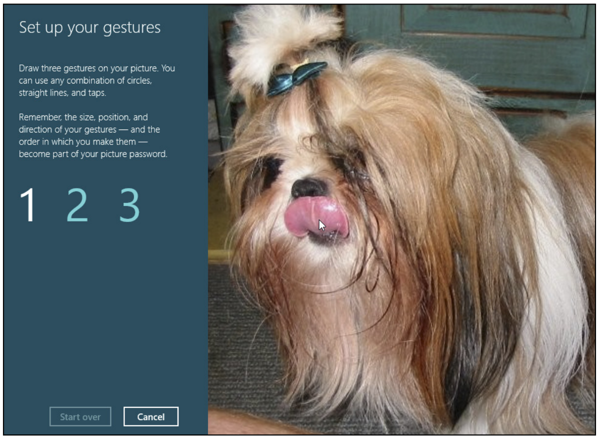


How's this look?

Drag your picture to position it the way you want.

Use this picture
Choose new picture
Cancel

8 **Use the picture:** If you want to pick a different picture, click Choose new picture. Otherwise, click Use this picture.



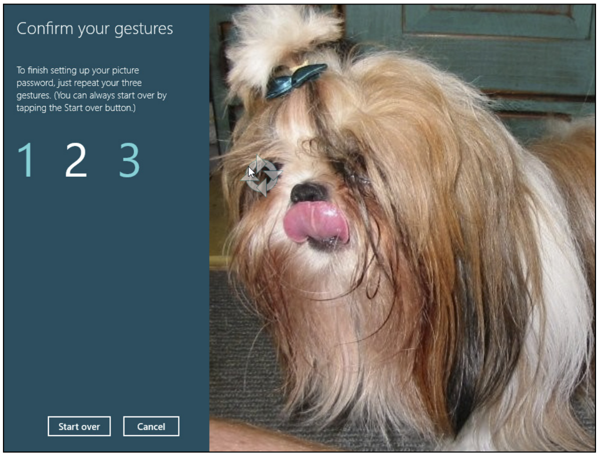
Set up your gestures

Draw three gestures on your picture. You can use any combination of circles, straight lines, and taps.

Remember, the size, position, and direction of your gestures — and the order in which you make them — become part of your picture password.

1 2 3
Start over
Cancel

9 **Set up gestures:** At the Set up your gestures screen, follow the instructions to draw the three gestures — any combination of lines, circles, and/or taps. After each gesture, Windows displays a line, circle, or tap to confirm the gesture.

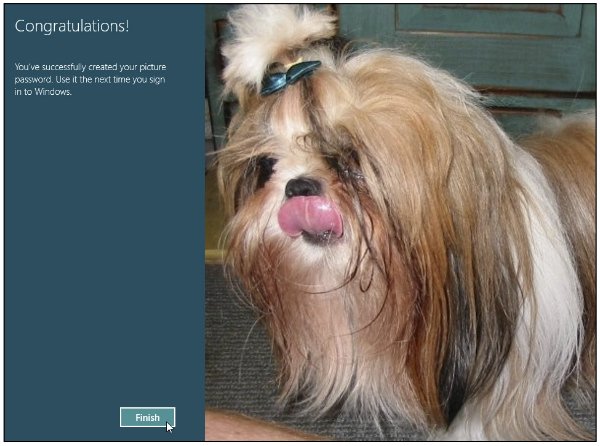


Confirm your gestures

To finish setting up your picture password, just repeat your three gestures. (You can always start over by tapping the Start over button.)

1 2 3
Start over
Cancel

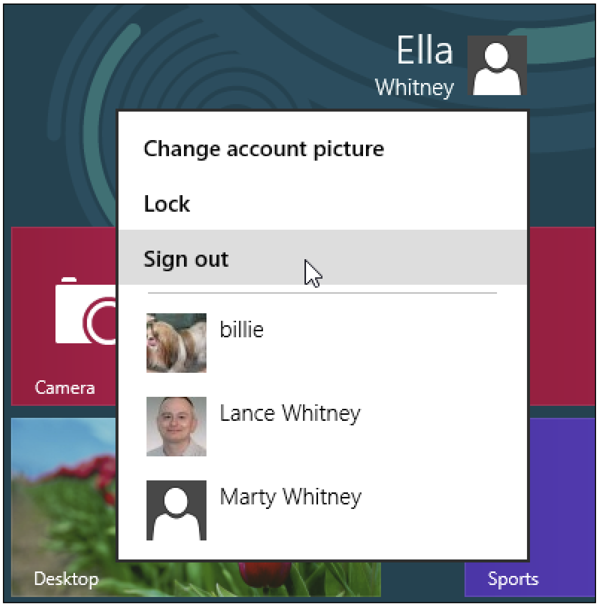
10 **Confirm your gestures:** At the Confirm your gestures screen, draw the three gestures again to confirm them.


Congratulations!

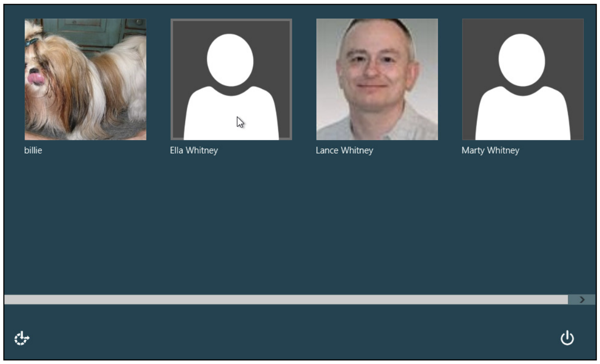
You've successfully created your picture password. Use it the next time you sign in to Windows.

11 Receive congratulations: If all goes well, you should receive a congratulations message indicating that you have successfully created your picture password. Click Finish.

tip Drawing the gestures is much easier with an external mouse than with a trackpad.

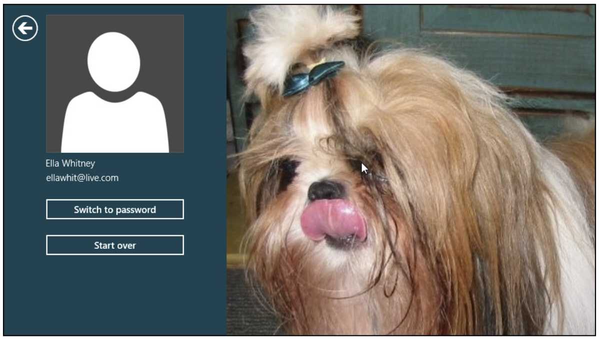

Ella
Whitney
Change account picture
Lock
Sign out
billie
Lance Whitney
Marty Whitney
Camera
Desktop
Sports

12 Sign out: Return to the Start screen by pressing the Windows key or clicking on the thumbnail in the lower-left hot corner. Click your account name and picture in the upper-right corner. From the menu, click Sign out.


billie
Ella Whitney
Lance Whitney
Marty Whitney

13 Sign in: Press any key to get past the Lock screen. Select your account.

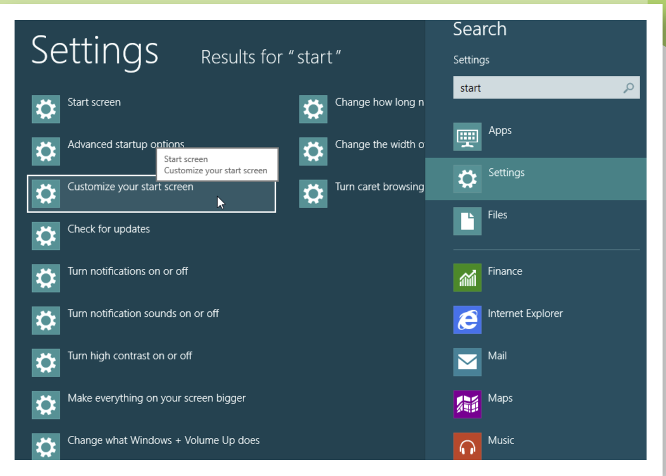
tip After you set up the picture, Windows displays a Sign-in options link at the login screen, letting you use your password or picture.


Ella Whitney
ellawhit@live.com
Switch to password
Start over

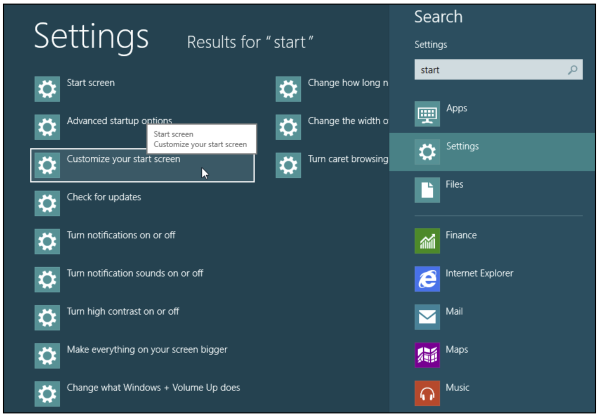
14 Draw the gestures: The picture you chose appears. Draw the three gestures on the picture in the order in which you created them. If you draw them successfully, Windows displays the Start screen. If you have trouble drawing them, click Start over to try again.

tip You do not have to be precise with the gestures but close enough to match them.

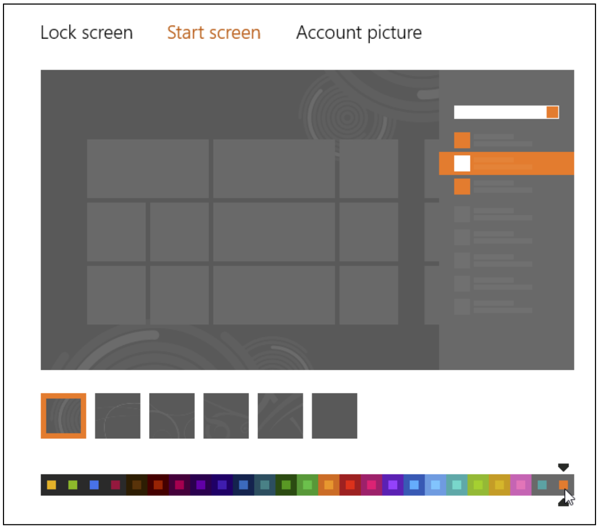
Customizing Your Start Screen


Settings
Results for "start"
Start screen
Advanced startup options
Start screen
Customize your start screen
Customize your start screen
Check for updates
Turn notifications on or off
Turn notification sounds on or off
Turn high contrast on or off
Make everything on your screen bigger
Change what Windows + Volume Up does
Change how long n
Change the width o
Turn caret browsing
Search
Settings
start
Apps
Settings
Files
Finance
Internet Explorer
Mail
Maps
Music

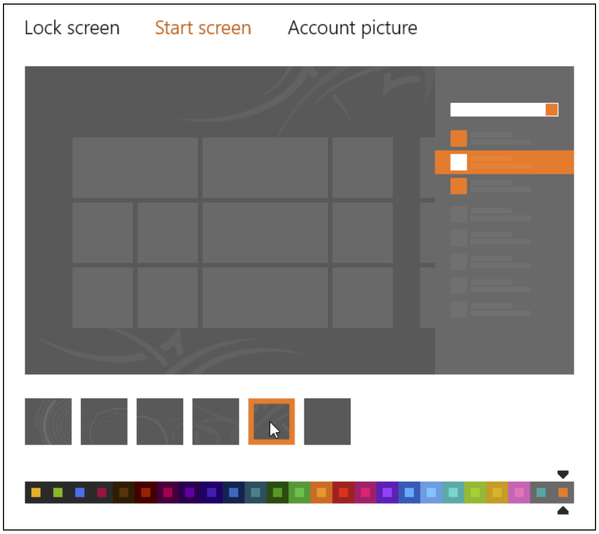
The Windows 8 Start screen replaces the old Windows Start menu as your starting point, so to speak. As such, the Start screen is home to all of your application tiles, both Windows 8 and desktop. You can customize the look of your Start screen, but only to a certain degree. Because the Start screen is already set up with a variety of different color tiles, you cannot use your own personal photos or pictures as a background image. But you can at least change the color and style of the Start screen background to something easy on your eyes. This task explains how to customize the Start screen with a specific color and style.


Settings
Results for "start"
Start screen
Advanced startup options
Start screen
Customize your start screen
Customize your start screen
Check for updates
Turn notifications on or off
Turn notification sounds on or off
Turn high contrast on or off
Make everything on your screen bigger
Change what Windows + Volume Up does
Change how long n
Change the width o
Turn caret browsing
Search
Settings
start
Apps
Settings
Files
Finance
Internet Explorer
Mail
Maps
Music

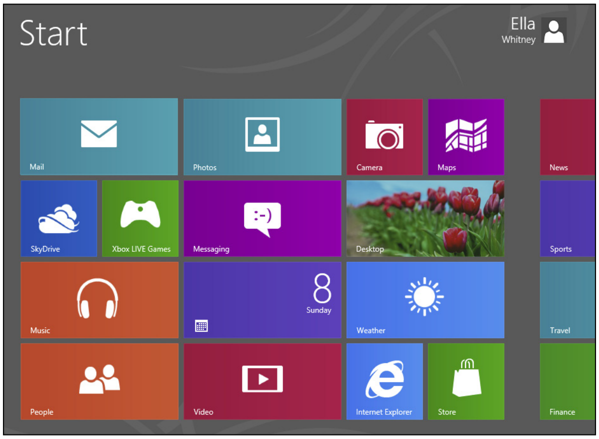
1 Access the Start screen settings: At the Start screen, type the word **start**. Under the search field, click Settings. In the search results displayed in the left pane, click Customize your start screen.


Lock screen
Start screen
Account picture

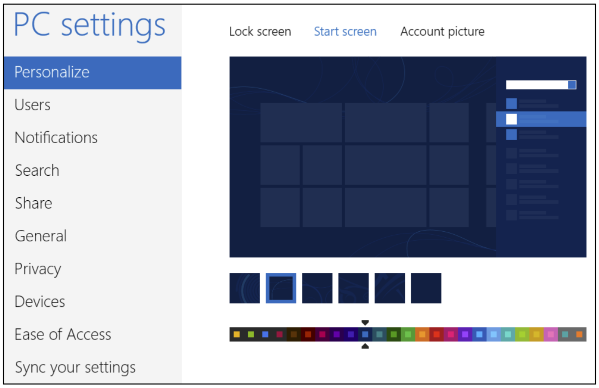
2 Set the color: Click a color on the horizontal palette bar. The Start screen preview window appears in the new color.


Lock screen
Start screen
Account picture

3 Set the style: Click a style from the one of the six boxes above the horizontal palette bar. The Start screen preview window displays the new style.


Start
Ella
Whitney
Mail
Photos
Camera
Maps
News
SkyDrive
Xbox LIVE Games
Messaging
Desktop
Sports
Music
8
Sunday
Weather
Travel
People
Video
Internet Explorer
Store
Finance

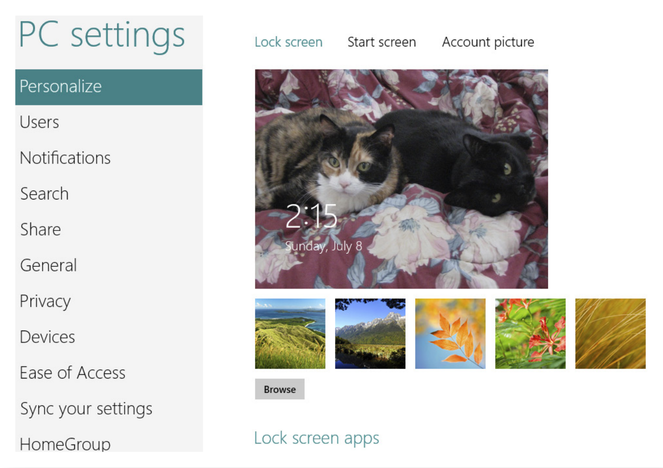
4 View the changes: Return to the Start screen by pressing the Windows key or by clicking on the thumbnail in the lower-left hot corner.


PC settings
Personalize
Users
Notifications
Search
Share
General
Privacy
Devices
Ease of Access
Sync your settings
Lock screen
Start screen
Account picture

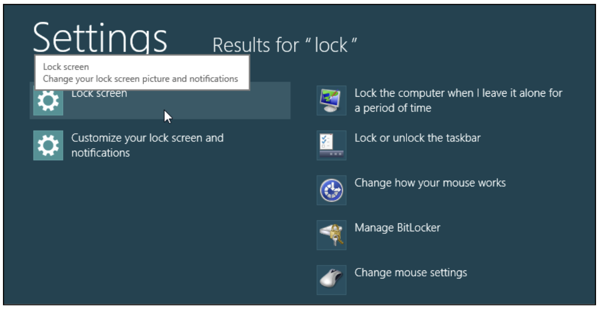
5 Tweak your changes: If you are not happy with the color or style, press the Windows key to return to the PC settings screen. You can try other colors and styles and switch back and forth between the Start screen and the PC settings screen until you are happy with your choices.

tip You may have to experiment with different colors. Some colors might be too bright or too dark, while others may contrast with the tiles.

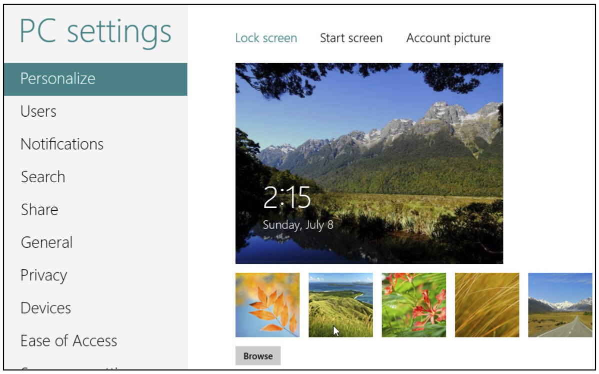
Personalizing the Windows Lock Screen


PC settings
Personalize
Users
Notifications
Search
Share
General
Privacy
Devices
Ease of Access
Sync your settings
HomeGroup
Lock screen
Start screen
Account picture
2:15
Sunday, July 8
Browse
Lock screen apps

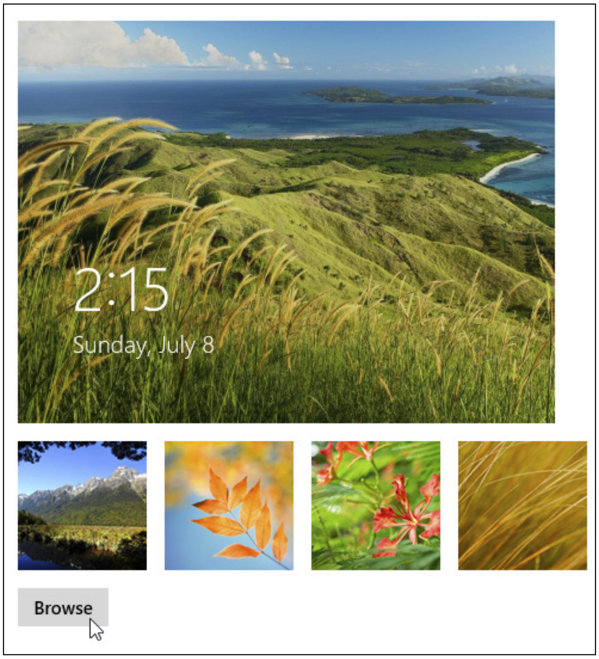
The Windows 8 Lock screen appears just before the login screen after you boot up your PC. Pressing any key at the Lock screen immediately brings you to the login screen. At first glance, the Lock screen seems unnecessary, especially on a PC. But the screen displays useful information in the foreground, including the date and time, battery charge on a laptop, wireless signal, and notifications. You can personalize the Lock screen by displaying your own image in the background. But more importantly, you can customize the notifications that appear so you know if new e-mail, instant messages, or calendar appointments await you. This task explains how to personalize the Windows Lock screen.


Settings
Results for "lock"
Lock screen
Change your lock screen picture and notifications
Lock screen
Customize your lock screen and notifications
Lock the computer when I leave it alone for a period of time
Lock or unlock the taskbar
Change how your mouse works
Manage BitLocker
Change mouse settings

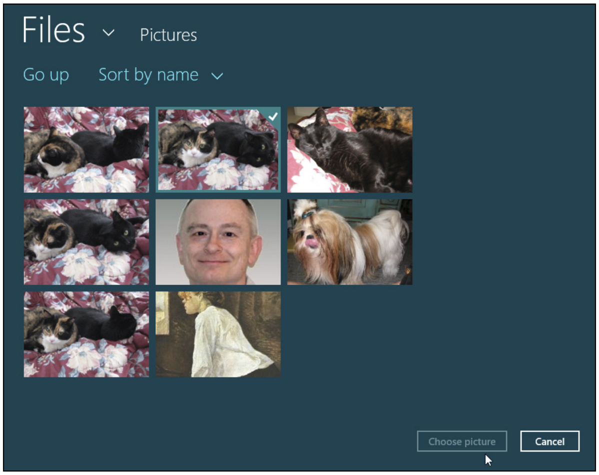
1 Access the Lock screen settings: At the Start screen, type **lock**. Under the search field, click Settings. In the search results displayed in the left pane, click Customize your lock screen and notifications.


PC settings
Personalize
Users
Notifications
Search
Share
General
Privacy
Devices
Ease of Access
Lock screen
Start screen
Account picture
2:15
Sunday, July 8
Browse

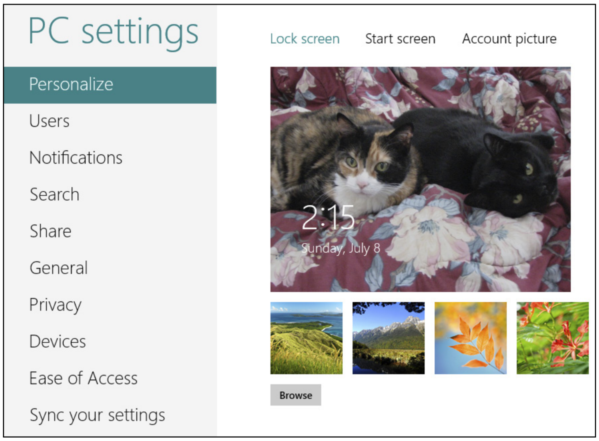
2 Change background image: At the Personalize page for the Lock screen, click on one of the thumbnail images displayed under the current image. That image immediately becomes the new Lock screen background.


2:15
Sunday, July 8
Browse

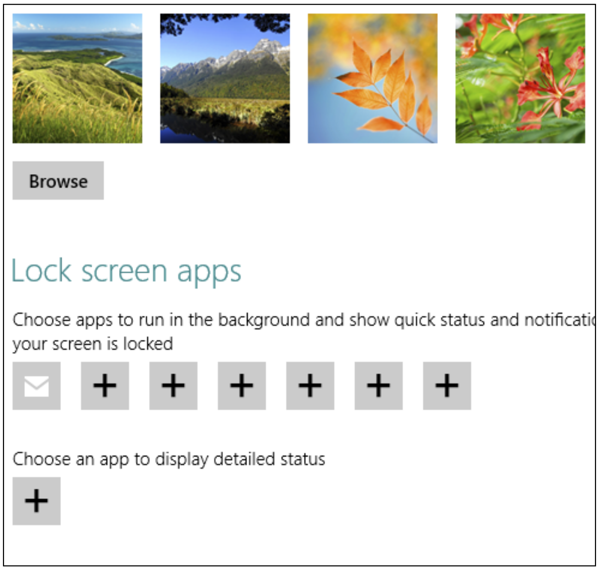
3 Browse other images: If none of the existing images excites you, click Browse to choose an image from your Pictures folder.


Files
Pictures
Go up
Sort by name
Choose picture
Cancel

4 Choose a new image: You can now view any existing pictures stored in your Pictures folder or drill down to any subfolders that may contain additional pictures. You can also click the Files link to view pictures in other locations. Click on an existing picture. From the app bar, click Choose picture.


PC settings
Personalize
Users
Notifications
Search
Share
General
Privacy
Devices
Ease of Access
Sync your settings
Lock screen
Start screen
Account picture
2:15
Sunday, July 8
Browse

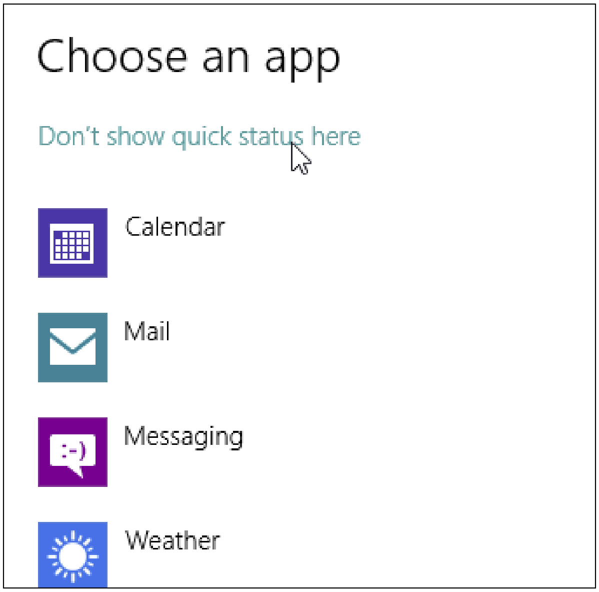
5 View new picture: The new picture replaces the older picture as your Lock screen image.


Browse
Lock screen apps

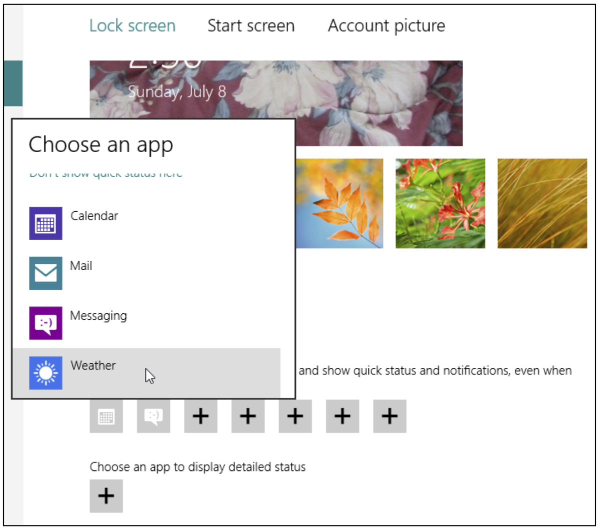
Choose apps to run in the background and show quick status and notificati
your screen is locked

Choose an app to display detailed status

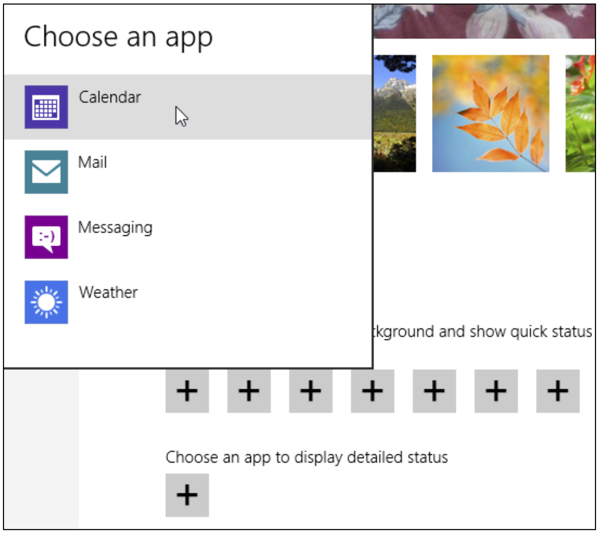
6 Choose Lock screen apps: Scroll to the bottom of the Lock screen personalization page until you see the section for Lock screen apps. Here you can choose which apps continue to run when the screen is locked and display a status and notification on the Lock screen.


Choose an app
Don't show quick status here
Calendar
Mail
Messaging
Weather

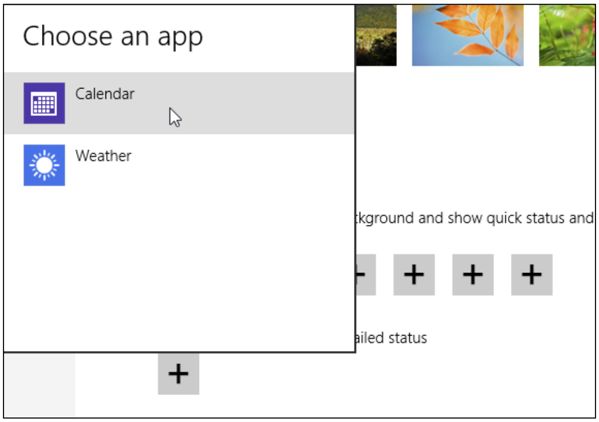
7 Remove a Lock screen app: The apps already set up for the Lock screen display their icons. To remove that app from the Lock screen, click its icon. In the Choose an app window, click Don't show quick status here.


Lock screen
Start screen
Account picture
Sunday, July 8
Choose an app
Don't show quick status here
Calendar
Mail
Messaging
Weather
and show quick status and notifications, even when
Choose an app to display detailed status

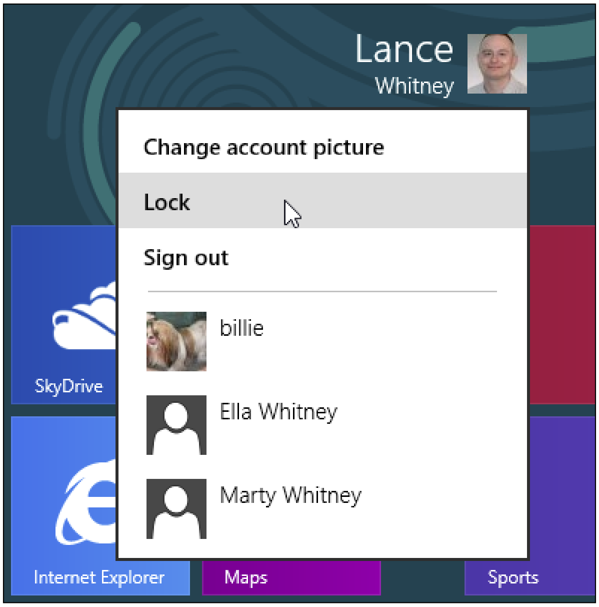
9 Change a Lock screen app: You can also change one app to another. Click the icon for an existing Lock screen app. In the Choose an app window, click a different app. The new app replaces the older one.


Choose an app
Calendar
Mail
Messaging
Weather
kground and show quick status
Choose an app to display detailed status

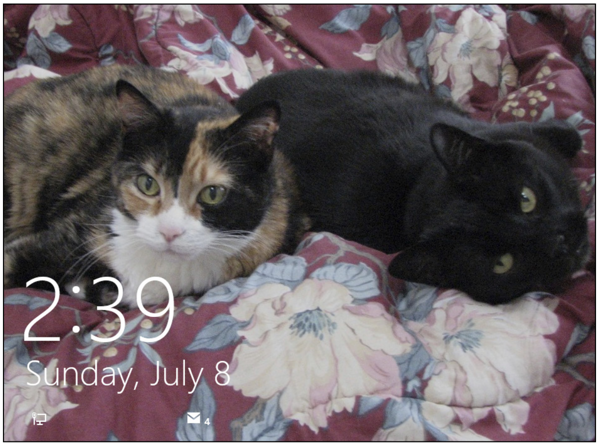
8 Add a Lock screen app: The apps not set up for the Lock screen display a plus symbol. Click one of the plus symbols. Windows displays a Choose an app window where you can pick the app you want to add. Click that app. To add additional apps, click the other plus symbols and add an app from the list.


Choose an app
Calendar
Weather
kground and show quick status and
iled status

10 Display detailed information: Click the icon below the line that says Choose an app to display detailed status. Click the app for which you want to see detailed status on the Lock screen.


Lance
Whitney
Change account picture
Lock
Sign out
billie
Ella Whitney
Marty Whitney
SkyDrive
Internet Explorer
Maps
Sports

11 Access Lock screen: After you make your changes, you can view your new Lock screen. Return to the Start screen by pressing the Windows key or clicking on the thumbnail in the lower-left hot corner. Click your account name and picture in the upper-right corner. Choose Lock from the menu.

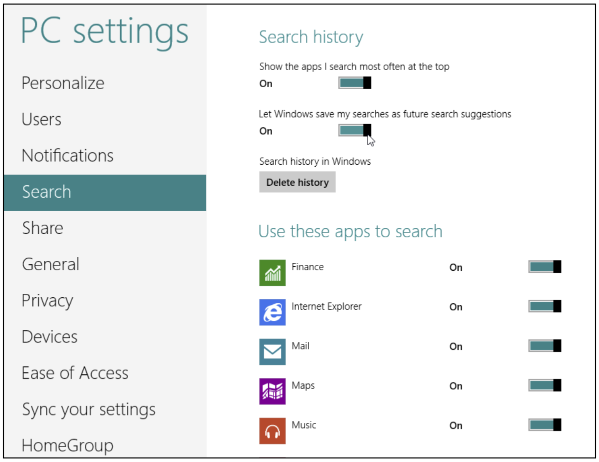

2:39
Sunday, July 8
4

12 View new Lock screen: At the Lock screen, your new background image and the notifications that you set up are displayed.

tip You first need to add images to your Windows Pictures folder in order to use them as Lock screen images.

Quick Fix

Managing Your Searches


PC settings
Personalize
Users
Notifications
Search
Share
General
Privacy
Devices
Ease of Access
Sync your settings
HomeGroup
Delete history

Search history

Show the apps I search most often at the top
On

Let Windows save my searches as future search suggestions
On

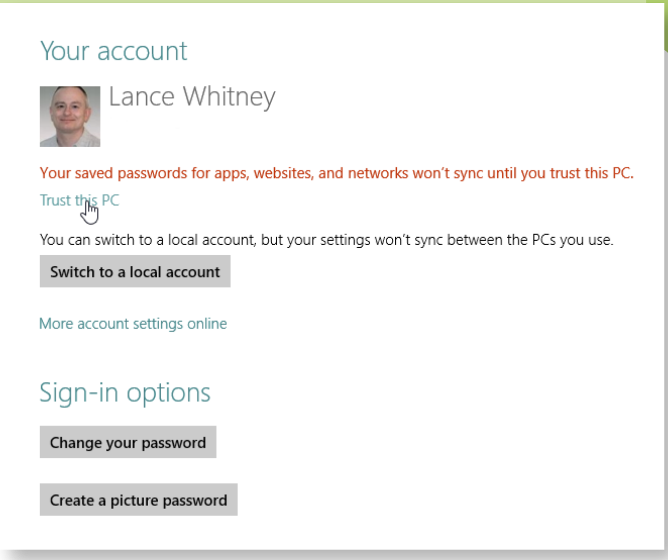
Search history in Windows

Use these apps to search

Finance	On
Internet Explorer	On
Mail	On
Maps	On
Music	On

From the Start screen, type the word **search**. Click Settings. In the search results on the left pane, click the Search setting. From the Search screen, choose whether to show the apps you search the most at the top and let Windows save your searches as future suggestions. You can also choose which apps should be included in searches.

Trusting a Windows 8 Computer



Your account

Lance Whitney

Your saved passwords for apps, websites, and networks won't sync until you trust this PC.

Trust this PC

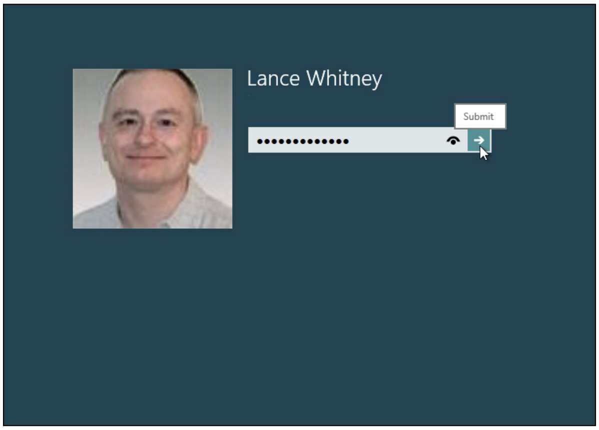
You can switch to a local account, but your settings won't sync between the PCs you use.

Switch to a local account
More account settings online

Sign-in options

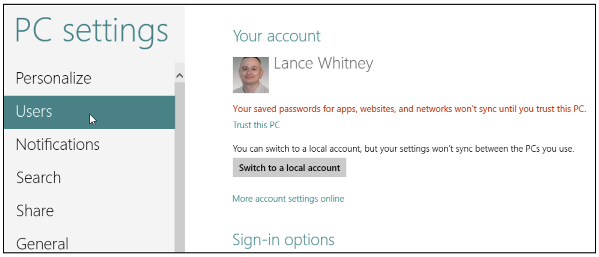
Change your password
Create a picture password

Setting up a PC with a Microsoft account offers several benefits, such as the ability to automatically access SkyDrive and other online services, synchronize certain passwords among multiple PCs, and view a list of apps downloaded from the Windows Store on other PCs. But before you can take advantage of the password synchronization, you have to set up a trust relationship for each new Windows 8 PC. Setting up the trust adds your computer to a list of other trusted PCs and helps confirm you as the user of the computer. This task explains how to trust a Windows 8 computer.



Lance Whitney

1 Log in: Log in to Windows 8 with a Microsoft account.



PC settings

Personalize
Users
Notifications
Search
Share
General

Your account

Lance Whitney

Your saved passwords for apps, websites, and networks won't sync until you trust this PC.

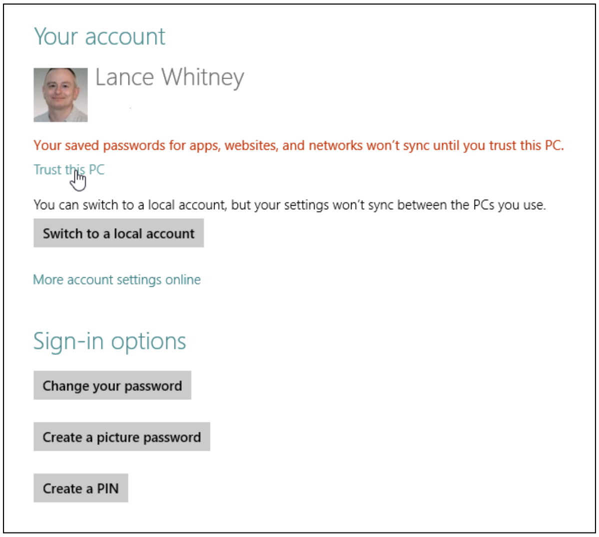
Trust this PC

You can switch to a local account, but your settings won't sync between the PCs you use.

Switch to a local account
More account settings online

Sign-in options

2 Access the Users page: Launch the desktop by clicking the Desktop tile on the Start screen. Hover your mouse in the lower-right hot corner to display the Charms bar. Click the Settings charm and then select the Change PC settings option. In the left pane of the PC settings screen, click Users.


Your account

Lance Whitney

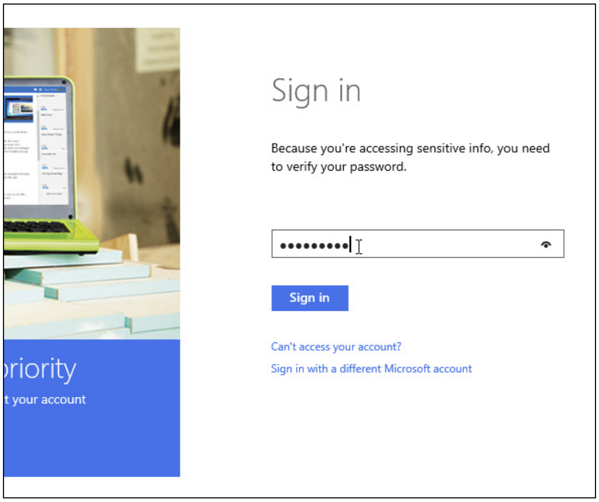
Your saved passwords for apps, websites, and networks won't sync until you trust this PC.

You can switch to a local account, but your settings won't sync between the PCs you use.

Sign-in options

Trust this PC
Switch to a local account
More account settings online
Change your password
Create a picture password
Create a PIN

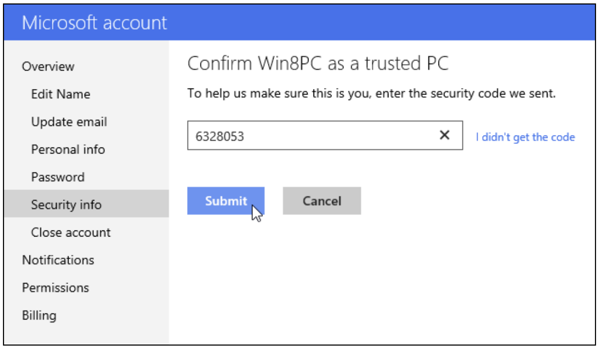
3 Trust the PC: If the PC is not yet trusted, a message appears at the top of the Users pane that "Your saved passwords for apps, websites, and networks won't sync until you trust this PC." Click the Trust this PC link.


Sign in

Because you're accessing sensitive info, you need to verify your password.

riority
t your account
Sign in
Can't access your account?
Sign in with a different Microsoft account

4 Add PC: Internet Explorer displays your Microsoft account page and prompts you to log in. Type your Microsoft account password and click Sign in.


Microsoft account

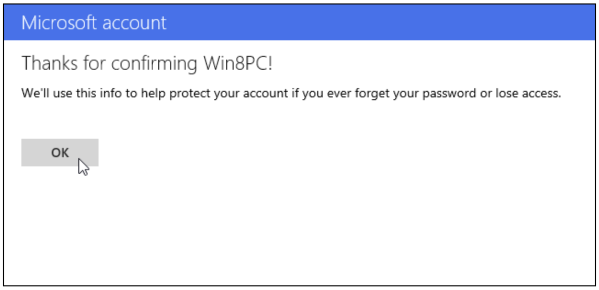
Confirm Win8PC as a trusted PC

To help us make sure this is you, enter the security code we sent.

6328053

Overview
Edit Name
Update email
Personal info
Password
Security info
Close account
Notifications
Permissions
Billing
I didn't get the code
Submit
Cancel

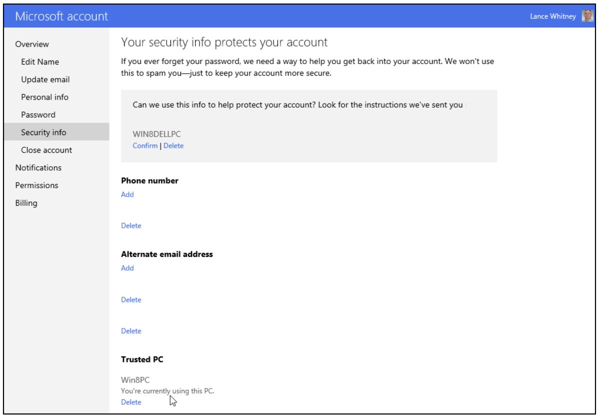
5 Confirm PC as trusted: Microsoft should have sent you a code in an instant message to your mobile phone. If you did not receive the code, click the I didn't get the code link and follow the prompts to have the code resent to your phone or sent by e-mail. Click Next.


Microsoft account

Thanks for confirming Win8PC!

We'll use this info to help protect your account if you ever forget your password or lose access.

6 Receive confirmation: Windows should now confirm that your PC is trusted. Click OK.



Microsoft account

Lance Whitney

- Overview
  - Edit Name
  - Update email
  - Personal info
  - Password
  - Security info
  - Close account
- Notifications
- Permissions
- Billing

Your security info protects your account

If you ever forget your password, we need a way to help you get back into your account. We won't use this to spam you—just to keep your account more secure.

Can we use this info to help protect your account? Look for the instructions we've sent you

WIN8DELLPC
Confirm | Delete

Phone number

Add

Delete

Alternate email address

Add

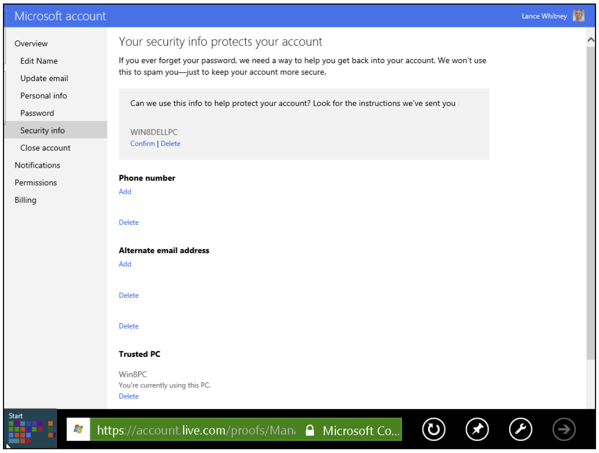
Delete

Delete

Trusted PC

Win8PC
You're currently using this PC.
Delete

7 View account information: Windows displays your account information page, listing your current PC as a Trusted PC.



Microsoft account

Lance Whitney

- Overview
  - Edit Name
  - Update email
  - Personal info
  - Password
  - Security info
  - Close account
- Notifications
- Permissions
- Billing

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Can we use this info to help protect your account? Look for the instructions we've sent you

WIN8DELLPC
Confirm | Delete

Phone number

Add

Delete

Alternate email address

Add

Delete

Delete

Trusted PC

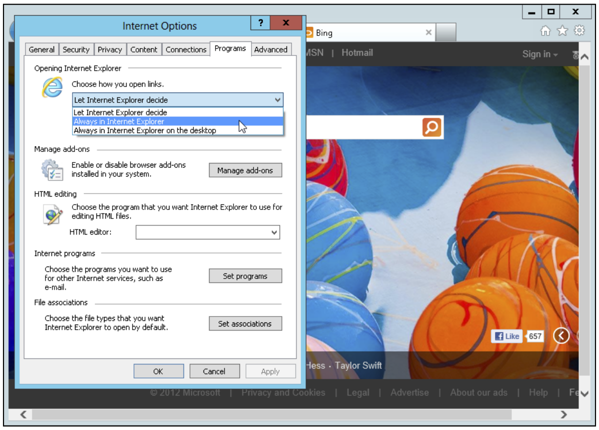
Win8PC
You're currently using this PC.
Delete

8 Return to Start screen: You can now return to the Start screen by clicking on the thumbnail in the lower-left hot corner or pressing the Windows key.

tip From your Microsoft Account page, you can also trust other Windows 8 PCs that you have set up beyond your current one.

Quick Fix

Setting the Default Version of Internet Explorer



Internet Options

General | Security | Privacy | Content | Connections | Programs | Advanced

Opening Internet Explorer

Choose how you open links.

Let Internet Explorer decide
- Let Internet Explorer decide
- Always in Internet Explorer
- Always in Internet Explorer on the desktop

Manage add-ons

Enable or disable browser add-ons installed in your system. [Manage add-ons]

HTML editing

Choose the program that you want Internet Explorer to use for editing HTML files.

HTML editor:

Internet programs

Choose the programs you want to use for other Internet services, such as e-mail. [Set programs]

File associations

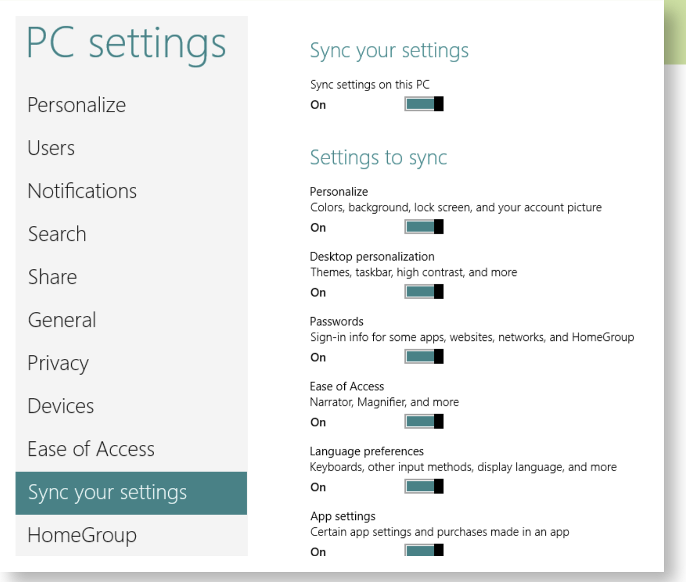
Choose the file types that you want Internet Explorer to open by default. [Set associations]

[OK] [Cancel] [Apply]

Bing
MSN | Hotmail
Sign in
Like 657
Hess · Taylor Swift
© 2012 Microsoft | Privacy and Cookies | Legal | Advertise | About our ads | Help | Fe

Open the desktop version of Internet Explorer. Click the Tools icon. From the pop-up menu, click Internet options. Click the Programs tab. In the Opening Internet Explorer section, select the Always in Internet Explorer setting if you want the Windows 8 version to be the default. Select the Always in Internet Explorer on the desktop setting if you want the desktop version to be the default. Leave the setting as is to let IE decide.

Syncing Your Windows Settings



PC settings

Sync your settings

Sync settings on this PC
On

Settings to sync

Personalize
Colors, background, lock screen, and your account picture
On

Desktop personalization
Themes, taskbar, high contrast, and more
On

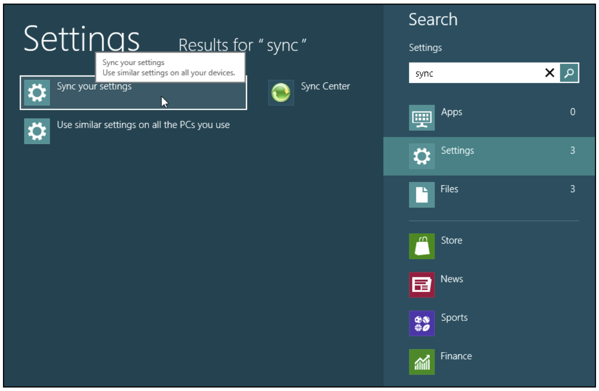
Passwords
Sign-in info for some apps, websites, networks, and HomeGroup
On

Ease of Access
Narrator, Magnifier, and more
On

Language preferences
Keyboards, other input methods, display language, and more
On

App settings
Certain app settings and purchases made in an app
On

Logging in to Windows 8 with a Microsoft account lets you synchronize key settings across your different Windows 8 computers. This option ensures that you maintain a consistent environment and settings across all of your PCs without having to configure and customize each one separately. But you do not have to use this option. You can turn off synchronization completely to give each PC its own unique environment. If you choose to maintain synchronization, you can control which items are included, such as backgrounds and colors, desktop personalization, passwords, language preferences, and app settings. This task explains how to sync your settings.



Settings Results for " sync "

Sync your settings
Use similar settings on all your devices.

Sync your settings

Sync Center

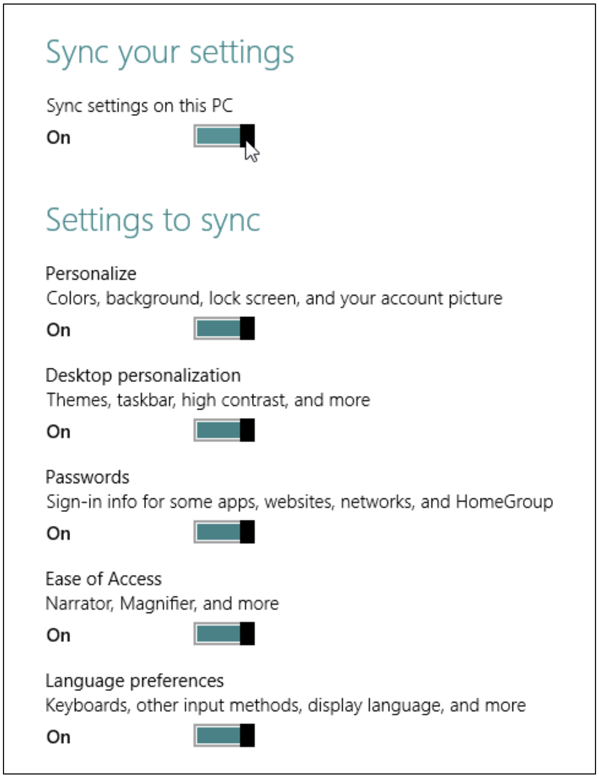
Use similar settings on all the PCs you use

Search

Settings

sync

1 Search for sync: From the Start screen, type the word **sync**. Click the Settings category. In the search results on the left pane, click Sync your settings.



Sync your settings

Sync settings on this PC

On

Settings to sync

Personalize

Colors, background, lock screen, and your account picture

On

Desktop personalization

Themes, taskbar, high contrast, and more

On

Passwords

Sign-in info for some apps, websites, networks, and HomeGroup

On

Ease of Access

Narrator, Magnifier, and more

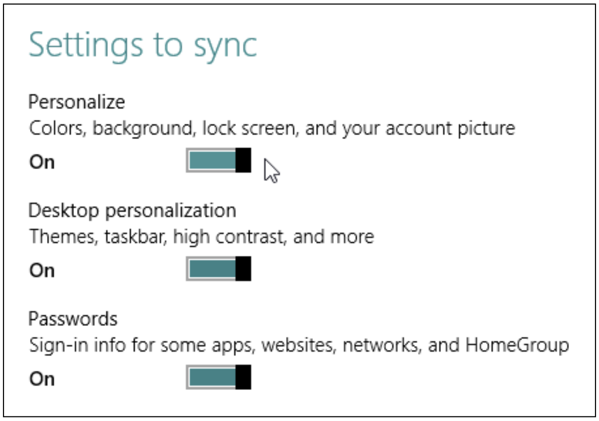
On

Language preferences

Keyboards, other input methods, display language, and more

On

2 Turn syncing on or off: Under Sync your settings, set the Sync settings on this PC option to On or Off. If you set the option to Off, then all the settings below it are automatically set to Off. If you set or keep the setting to On, then you can proceed to the next steps.



Settings to sync

Personalize

Colors, background, lock screen, and your account picture

On

Desktop personalization

Themes, taskbar, high contrast, and more

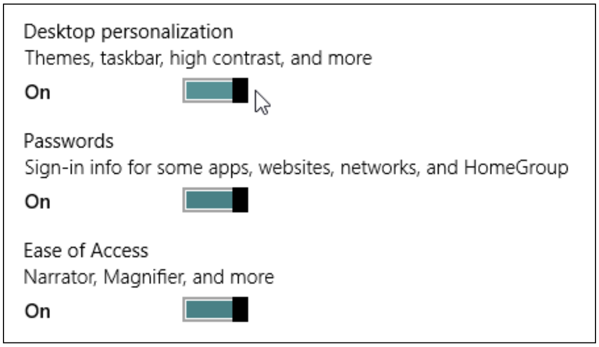
On

Passwords

Sign-in info for some apps, websites, networks, and HomeGroup

On

3 Set personalization: If you want to sync the colors, background images, Lock screen, and account screen settings, leave the Personalize option at On. Otherwise, set it to Off.



Desktop personalization

Themes, taskbar, high contrast, and more

On

Passwords

Sign-in info for some apps, websites, networks, and HomeGroup

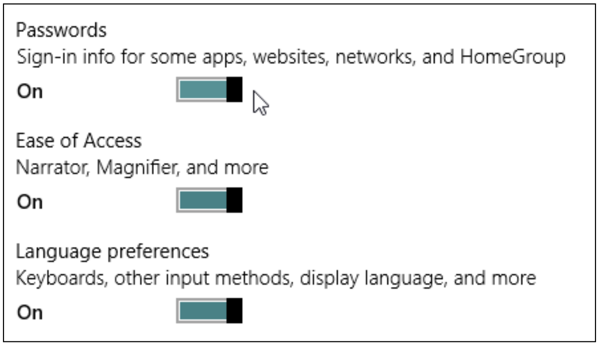
On

Ease of Access

Narrator, Magnifier, and more

On

4 Set desktop personalization: If you wish to sync your desktop themes, taskbar, and contrast, leave the Desktop Personalization option at On. Otherwise, set it to Off.



Passwords

Sign-in info for some apps, websites, networks, and HomeGroup

On

Ease of Access

Narrator, Magnifier, and more

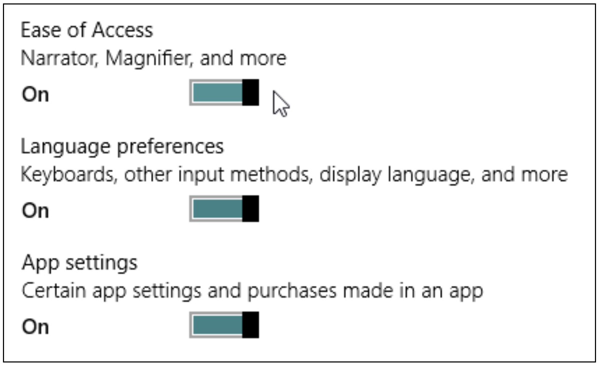
On

Language preferences

Keyboards, other input methods, display language, and more

On

5 Set passwords: If you want to sync the passwords for certain apps, websites, and your homegroup network, leave the Passwords option at On. Otherwise, set it to Off.



Ease of Access

Narrator, Magnifier, and more

On

Language preferences

Keyboards, other input methods, display language, and more

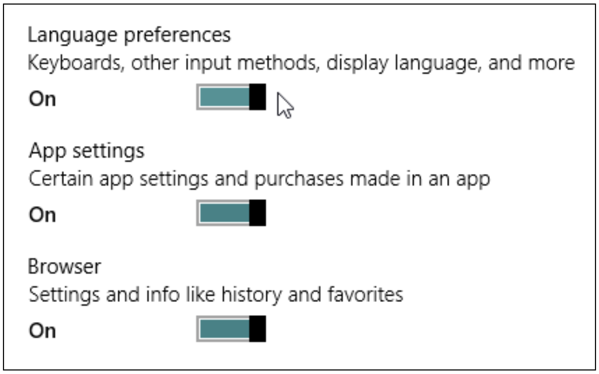
On

App settings

Certain app settings and purchases made in an app

On

6 Set Ease of Access: If you want to sync the Narrator, Magnifier, and other Ease of Access settings, leave this option at On. Otherwise, set it to Off.

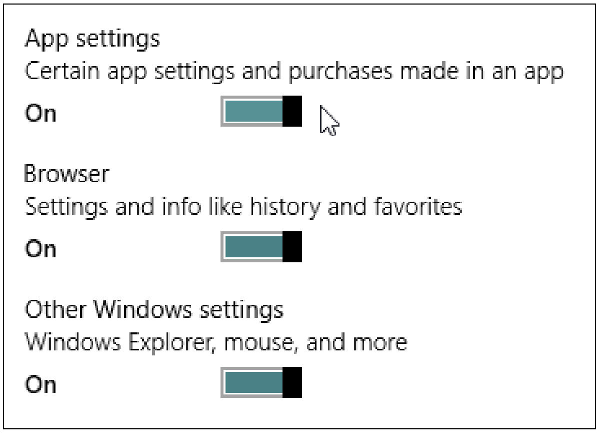


Language preferences
Keyboards, other input methods, display language, and more
On

App settings
Certain app settings and purchases made in an app
On

Browser
Settings and info like history and favorites
On

7 Set language preferences: If you want to sync your language preferences, leave this option at On. Otherwise, set it to Off.

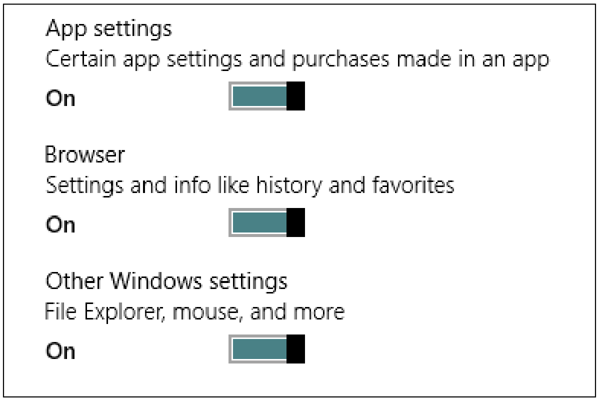


App settings
Certain app settings and purchases made in an app
On

Browser
Settings and info like history and favorites
On

Other Windows settings
Windows Explorer, mouse, and more
On

8 Set app settings: If you want to sync certain apps settings and in-app purchases, leave the App settings option at On. Otherwise, set it to Off.

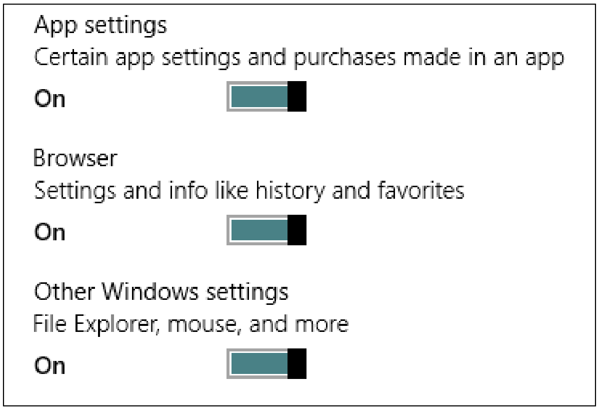


App settings
Certain app settings and purchases made in an app
On

Browser
Settings and info like history and favorites
On

Other Windows settings
File Explorer, mouse, and more
On

9 Set browser settings: If you want to sync the history and favorites for your default browser, leave this option at On. Otherwise, set it to Off.

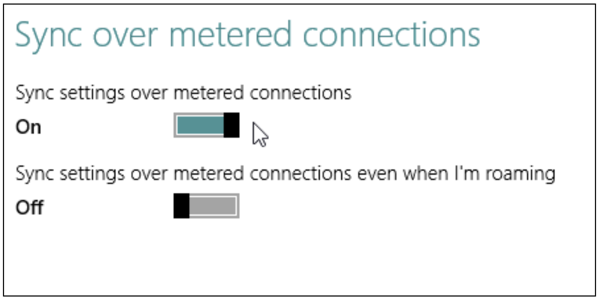


App settings
Certain app settings and purchases made in an app
On

Browser
Settings and info like history and favorites
On

Other Windows settings
File Explorer, mouse, and more
On

10 Set other settings: If you want to sync certain settings for File Explorer, your mouse, and other items, leave the Other Window settings option at On. Otherwise, set it to Off.



Sync over metered connections

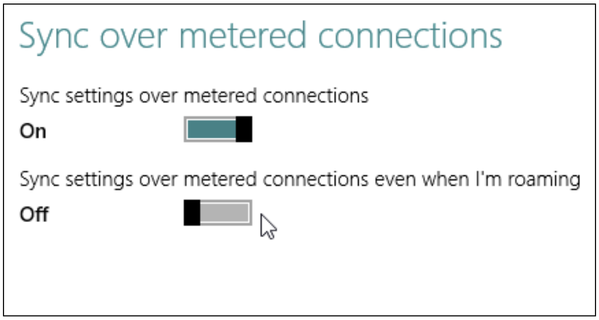
Sync settings over metered connections

On

Sync settings over metered connections even when I'm roaming

Off

11 Sync over metered connections: If you want to sync settings over metered connections, leave this option at On. Otherwise, set it to Off, and the settings will sync only over a nonmetered connection, typically a Wi-Fi connection.



Sync over metered connections

Sync settings over metered connections

On

Sync settings over metered connections even when I'm roaming

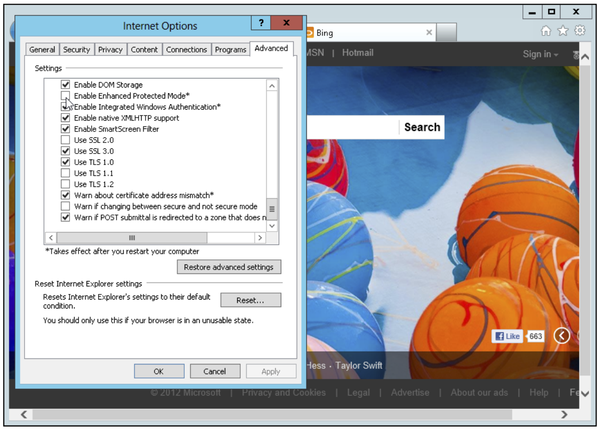
Off

12 Sync over metered connections when roaming: If you want to sync settings over metered connections when roaming, turn this option to On. Otherwise, leave it at Off, and the settings will sync only if your mobile PC is not roaming.

tip You may have to experiment with some of the settings to see which ones you want to leave on and which ones to leave off.

Quick Fix

Enabling Protected Mode in Internet Explorer



Settings

☑ Enable DOM Storage
☐ Enable Enhanced Protected Mode*
☑ Enable Integrated Windows Authentication*
☑ Enable native XMLHTTP support
☑ Enable SmartScreen Filter
☐ Use SSL 2.0
☑ Use SSL 3.0
☑ Use TLS 1.0
☐ Use TLS 1.1
☐ Use TLS 1.2
☑ Warn about certificate address mismatch*
☐ Warn if changing between secure and not secure mode
☑ Warn if POST submittal is redirected to a zone that does n

*Takes effect after you restart your computer

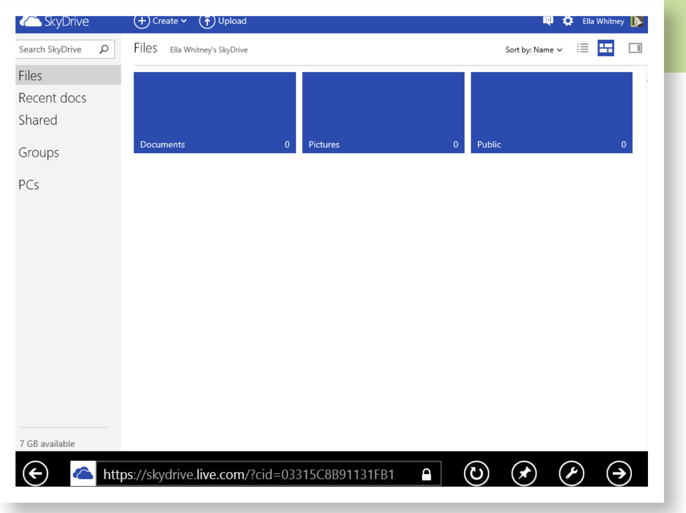
Reset Internet Explorer settings

Resets Internet Explorer's settings to their default condition.

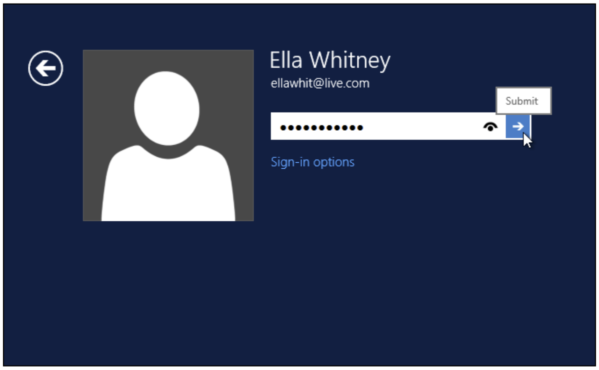
You should only use this if your browser is in an unusable state.

Open the desktop version of Internet Explorer by clicking its taskbar icon. Click the Tools icon in the upper-right corner. From the pop-up menu, click Internet options. Click the Advanced tab. Scroll to the bottom of the list until you see the Enable Enhanced Protected Mode option. Select that option. The next time you reboot your PC, Enhanced Protected Mode will be in effect.

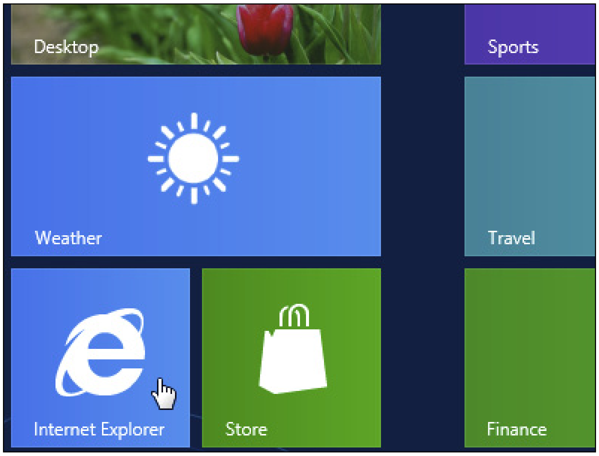
Adding Files to Your SkyDrive Page


SkyDrive
Create
Upload
Ella Whitney
Search SkyDrive
Files
Ella Whitney's SkyDrive
Sort by: Name
Files
Recent docs
Shared
Groups
PCs
Documents 0
Pictures 0
Public 0
7 GB available
https://skydrive.live.com/?cid=03315C8B91131FB1

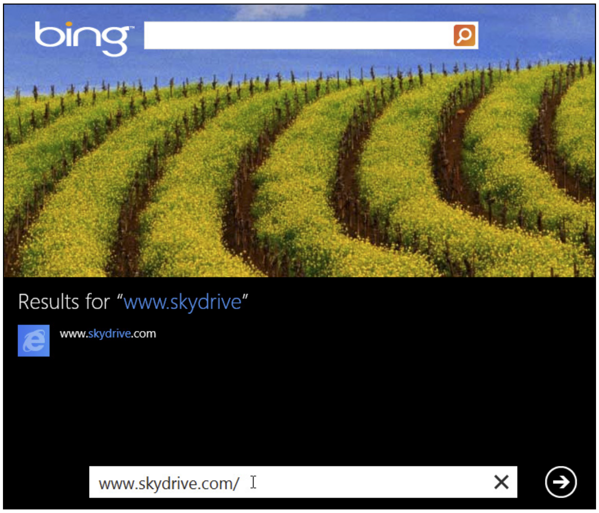
As Microsoft's online storage service, SkyDrive offers several benefits. You can store your documents and other personal files in the cloud so that they are accessible from any SkyDrive-enabled computer anywhere online. You can synchronize documents and other files so that the same versions remain consistent both online and among all your computers. Windows 8 provides a Windows 8 app through which you can access your content on SkyDrive. You can also download and install a SkyDrive desktop application that gives you control over which folders and files to upload and synchronize to SkyDrive. This task explains how to set and use your online SkyDrive account.


Ella Whitney
ellawhit@live.com
Submit
••••••••••••
Sign-in options

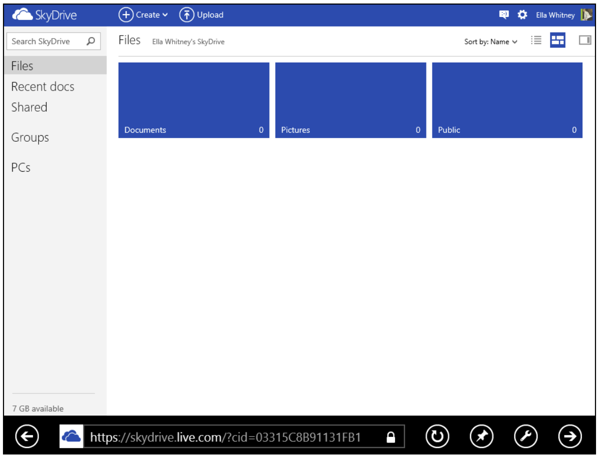
1 Log in: Log in to Windows 8 with a Microsoft account.


Desktop
Sports
Weather
Travel
Internet Explorer
Store
Finance

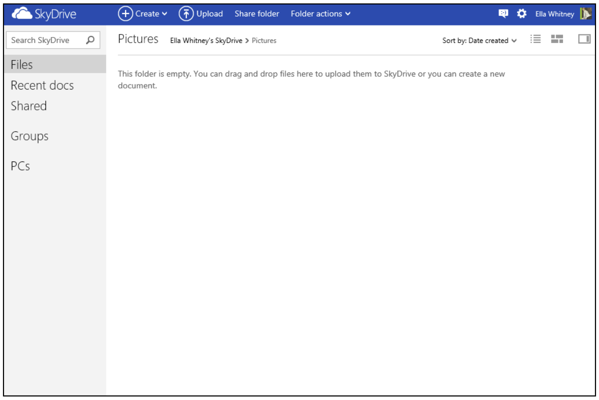
2 Access the SkyDrive website: Open Internet Explorer by clicking its Start screen tile.


bing
Results for "www.skydrive"
www.skydrive.com
www.skydrive.com/

3 Open SkyDrive website: In the address field for Internet Explorer, open your SkyDrive website by typing **www.skydrive.com**.

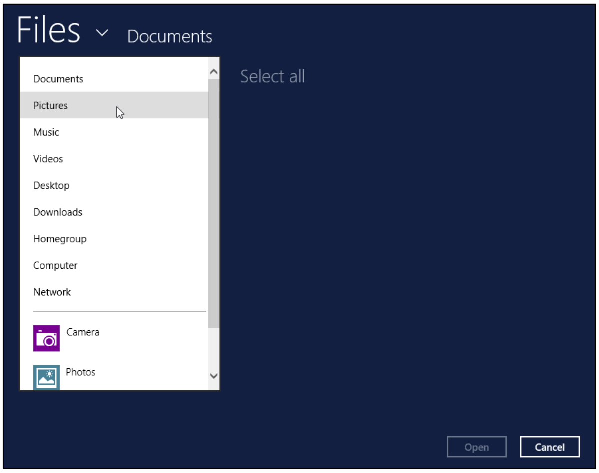

SkyDrive
Create
Upload
Ella Whitney
Search SkyDrive
Files
Ella Whitney's SkyDrive
Sort by: Name
Files
Recent docs
Shared
Groups
PCs
Documents 0
Pictures 0
Public 0
7 GB available
https://skydrive.live.com/?cid=03315C8B91131FB1

4 View your SkyDrive page: Internet Explorer displays your SkyDrive web page. Tiles for your three default folders appear — Documents, Pictures, and Public. You can use Documents and Pictures to store your own personal files; you can use Public to store files you want to share with others.

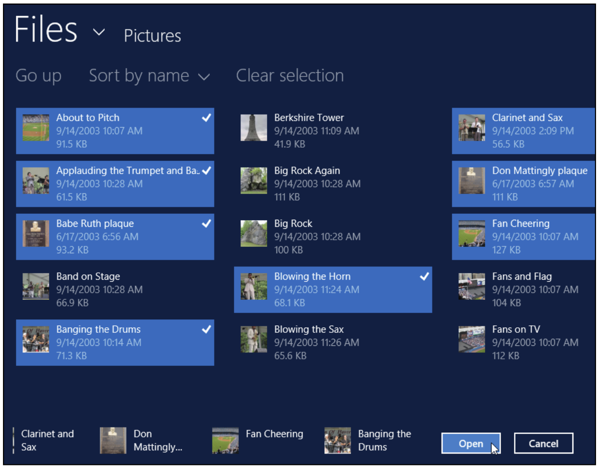

SkyDrive
Create
Upload
Share folder
Folder actions
Ella Whitney
Search SkyDrive
Pictures
Ella Whitney's SkyDrive > Pictures
Sort by: Date created
Files
Recent docs
Shared
Groups
PCs

This folder is empty. You can drag and drop files here to upload them to SkyDrive or you can create a new document.

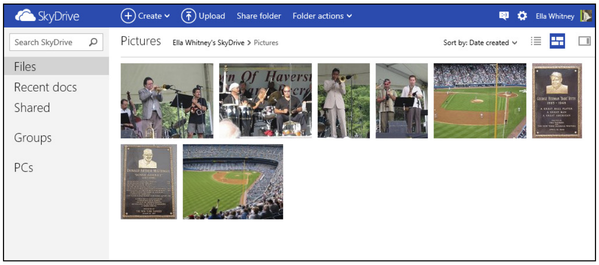
5 Open SkyDrive Pictures folder: Click the tile for the Pictures folder to open it.


Files
Documents
Select all
Documents
Pictures
Music
Videos
Desktop
Downloads
Homegroup
Computer
Network
Camera
Photos
Open
Cancel

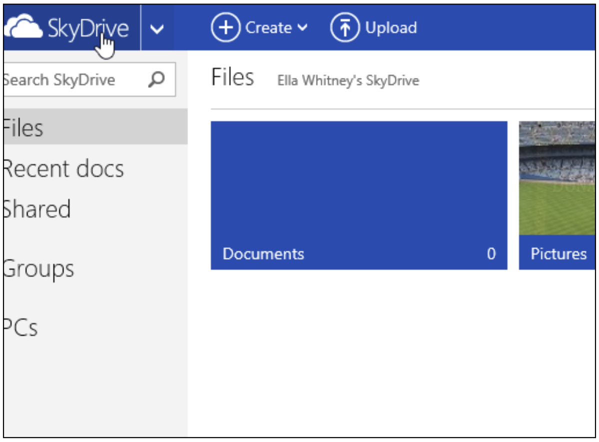
6 Open local Pictures folder: Click the Upload menu. In the Files screen, click the word Files and then select the folder from which you want to upload files (in this case, Pictures). Click the Upload menu. In the File Upload window, navigate to your local Pictures folder.


Files
Pictures
Go up
Sort by name
Clear selection
About to Pitch 9/14/2003 10:07 AM 91.5 KB
Applauding the Trumpet and Ba... 9/14/2003 10:28 AM 61.5 KB
Babe Ruth plaque 6/17/2003 6:56 AM 93.2 KB
Band on Stage 9/14/2003 10:28 AM 66.9 KB
Banging the Drums 9/14/2003 10:14 AM 71.3 KB
Berkshire Tower 9/14/2003 11:09 AM 41.9 KB
Big Rock Again 9/14/2003 10:28 AM 111 KB
Big Rock 9/14/2003 10:28 AM 100 KB
Blowing the Horn 9/14/2003 11:24 AM 68.1 KB
Blowing the Sax 9/14/2003 11:26 AM 65.6 KB
Clarinet and Sax 9/14/2003 2:09 PM 56.5 KB
Don Mattingly plaque 6/17/2003 6:57 AM 111 KB
Fan Cheering 9/14/2003 10:07 AM 127 KB
Fans and Flag 9/14/2003 10:07 AM 104 KB
Fans on TV 9/14/2003 10:07 AM 112 KB
Clarinet and Sax
Don Mattingly...
Fan Cheering
Banging the Drums
Open
Cancel

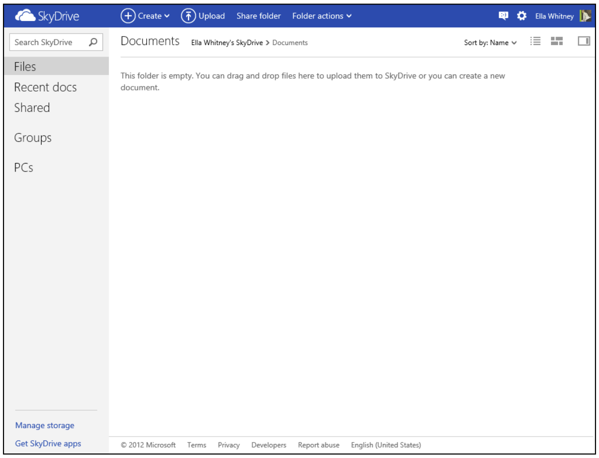
7 Select files: Select the pictures you want to upload to SkyDrive. Click Open.


SkyDrive
Create
Upload
Share folder
Folder actions
Ella Whitney
Search SkyDrive
Pictures
Ella Whitney's SkyDrive > Pictures
Sort by: Date created
Files
Recent docs
Shared
Groups
PCs

8 View files in SkyDrive: Your selected files are uploaded to the Pictures folder on SkyDrive.


SkyDrive
Create
Upload
Search SkyDrive
Files
Ella Whitney's SkyDrive
Files
Recent docs
Shared
Groups
PCs
Documents
0
Pictures

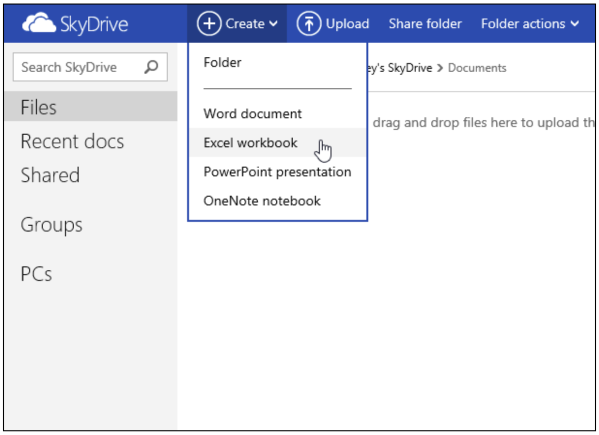
9 Move back to SkyDrive page: Click the SkyDrive icon in the upper-left corner to move back to the root of your SkyDrive page.


SkyDrive
Create
Upload
Share folder
Folder actions
Ella Whitney
Search SkyDrive
Documents
Ella Whitney's SkyDrive > Documents
Sort by: Name
Files
Recent docs
Shared
Groups
PCs
Manage storage
Get SkyDrive apps
© 2012 Microsoft
Terms
Privacy
Developers
Report abuse
English (United States)

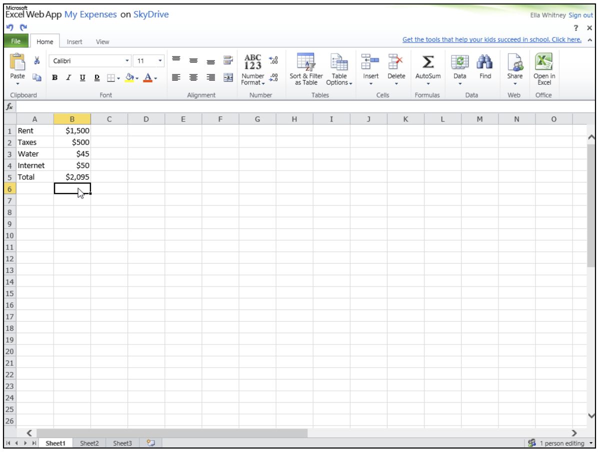
This folder is empty. You can drag and drop files here to upload them to SkyDrive or you can create a new document.

10 Move to the Documents folder: Click the Documents folder tile.

tip SkyDrive users who originally had 25GB of free storage were allowed to keep that amount by choosing the option in early 2012.

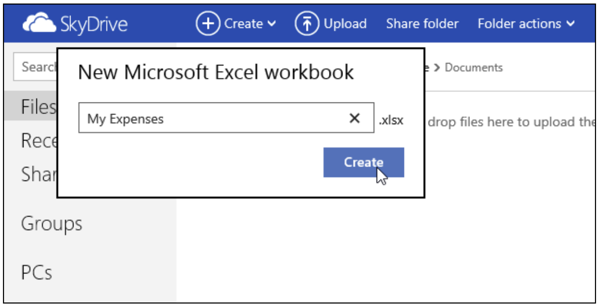

SkyDrive
Create
Upload
Share folder
Folder actions
Search SkyDrive
Files
Recent docs
Shared
Groups
PCs
Folder
Word document
Excel workbook
PowerPoint presentation
OneNote notebook
y's SkyDrive > Documents
drag and drop files here to upload th

11 Create a new document: Click the Create menu and select the Excel workbook option.


Excel Web App My Expenses on SkyDrive
Ella Whitney Sign out
File
Home
Insert
View
Get the tools that help your kids succeed in school. Click here.
Sheet1
Sheet2
Sheet3
1 person editing

	A	B
1	Rent	$1,500
2	Taxes	$500
3	Water	$45
4	Internet	$50
5	Total	$2,095

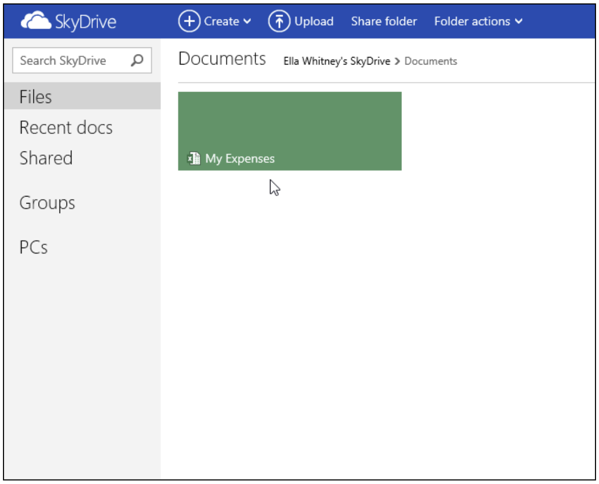
13 Fill in the document: Microsoft's Excel Web App opens for you to create the spreadsheet. Type some information in a few of the cells.


SkyDrive
Create
Upload
Share folder
Folder actions
Files
Groups
PCs
Documents
drop files here to upload the
Create

New Microsoft Excel workbook

My Expenses .xlsx

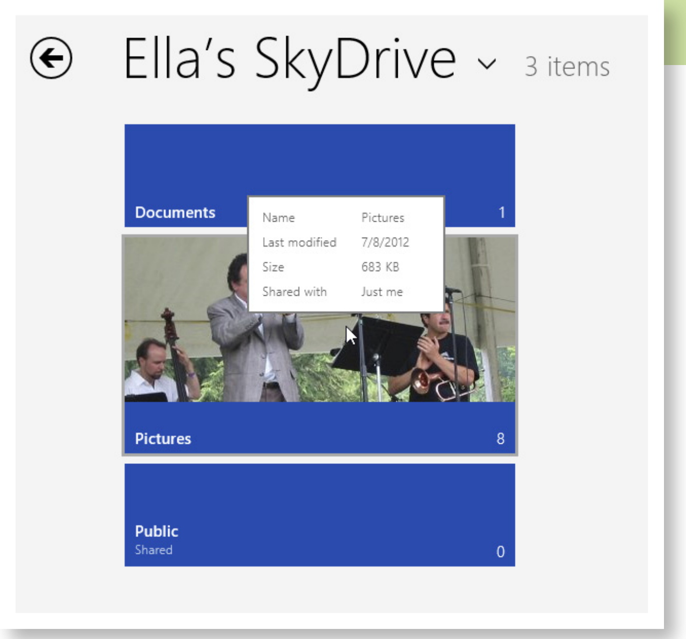
12 Name the document: In the New Microsoft Excel workbook window, type a name for the workbook and click Create.


SkyDrive
Create
Upload
Share folder
Folder actions
Search SkyDrive
Documents
Ella Whitney's SkyDrive > Documents
Files
Recent docs
Shared
Groups
PCs
My Expenses

14 Return to SkyDrive: When you are finished, click the SkyDrive link at the top of the screen to return to SkyDrive. Open the Documents folder. A tile for the new Excel file appears.

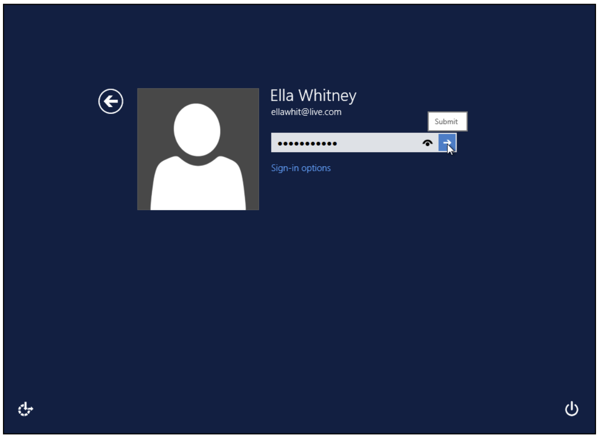
tip SkyDrive offers 7GB of free storage for new users. Click the Manage storage link to view your options if you need more space.

Using the Windows 8 SkyDrive App

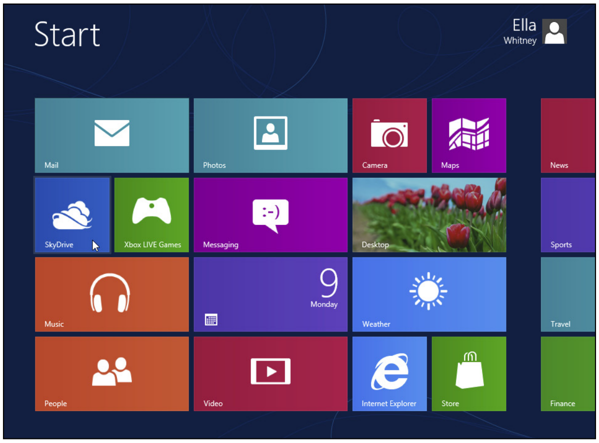

Ella's SkyDrive
3 items
Documents
1
Pictures
8
Public
Shared
0

Name Pictures
Last modified 7/8/2012
Size 683 KB
Shared with Just me

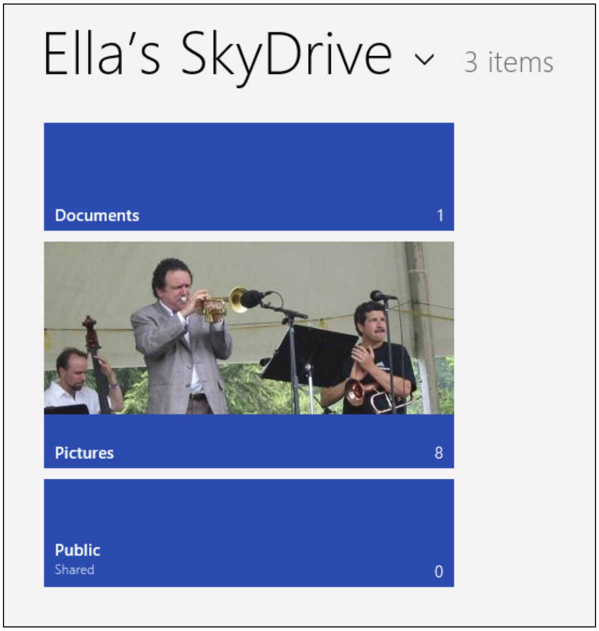
Windows 8 comes with an app in which you can access your online SkyDrive files. As explained in the task "Adding Files to your SkyDrive Page," SkyDrive lets you store your documents and personal files online so that they are accessible from any computer via your Microsoft account. Through the Windows 8 SkyDrive app, you can view and navigate through your online folders. You can view and open certain types of files, such as photos and songs. You can also open and edit certain Word documents, Excel spreadsheets, and other types of files using Microsoft's Web Apps. This task explains how to use the Windows 8 SkyDrive app.


Ella Whitney
ellawhit@live.com
Submit
Sign-in options

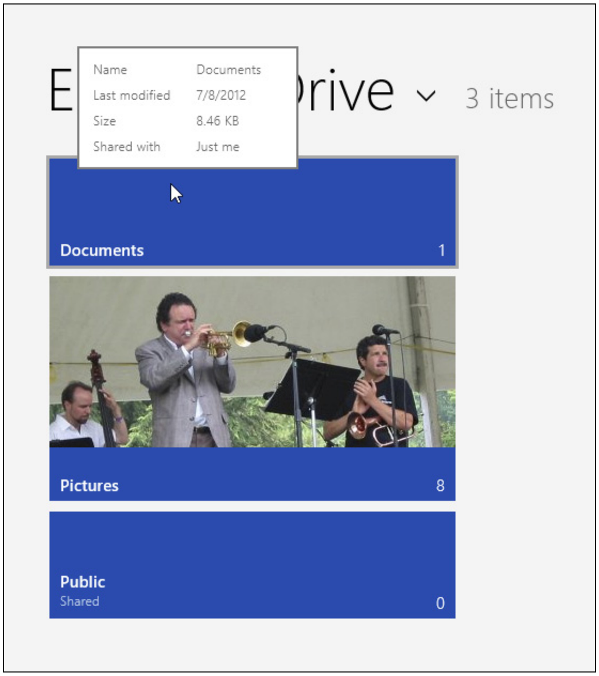
1 Log in: Log in to Windows with a Microsoft account that already has files stored in SkyDrive. The process for uploading files to SkyDrive is explained in the task "Adding Files to your SkyDrive Page." Follow the steps in that task to create the necessary folders and files.


Start
Ella
Whitney
Mail
Photos
Camera
Maps
News
SkyDrive
Xbox LIVE Games
Messaging
Desktop
Sports
Music
9
Monday
Weather
Travel
People
Video
Internet Explorer
Store
Finance

2 Open SkyDrive: Launch the Windows 8 SkyDrive app by clicking its Start screen tile.

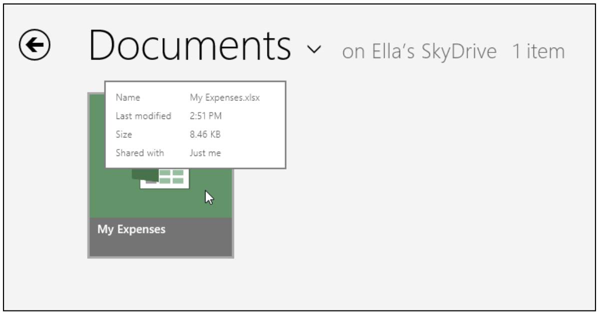

Ella's SkyDrive
3 items
Documents 1
Pictures 8
Public
Shared 0

3 View folders: Tiles for your SkyDrive folders appear.


3 items
Documents 1
Pictures 8
Public
Shared 0

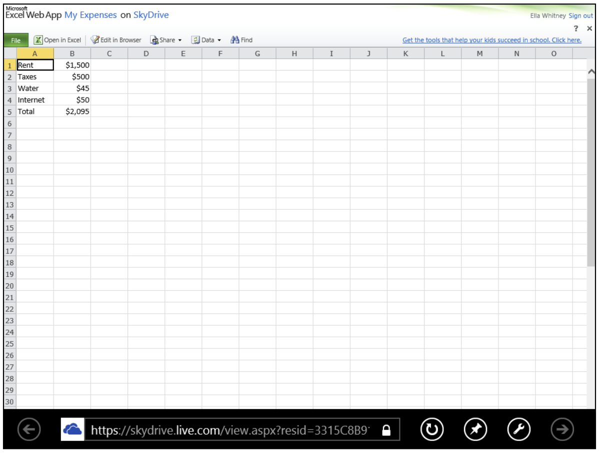
Name Documents
Last modified 7/8/2012
Size 8.46 KB
Shared with Just me

4 Open a folder: Click a specific tile to open that folder, such as Documents.


Documents
on Ella's SkyDrive 1 item
My Expenses

Name My Expenses.xlsx
Last modified 2:51 PM
Size 8.46 KB
Shared with Just me

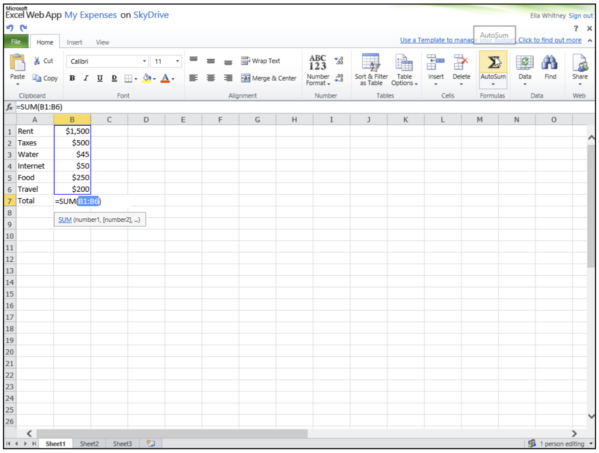
5 Open a document: Click the tile for a specific file, such as an Excel spreadsheet, to open it.



Excel Web App My Expenses on SkyDrive
Ella Whitney Sign out
File
Open in Excel
Edit in Browser
Share
Data
Find
Get the tools that help your kids succeed in school. Click here.
https://skydrive.live.com/view.aspx?resid=3315C8B9

A	B
Rent	$1,500
Taxes	$500
Water	$45
Internet	$50
Total	$2,095

6 View file: Internet Explorer opens to display your file in the Excel Web App window.



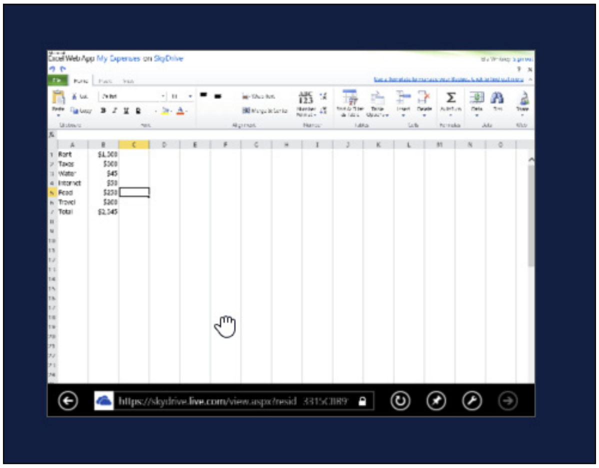
Excel Web App My Expenses on SkyDrive
Ella Whitney Sign out
File
Home
Insert
View
Paste
Cut
Copy
Calibri
11
Wrap Text
Merge & Center
Number Format
Sort & Filter as Table
Table Options
Insert
Delete
AutoSum
Data
Find
Share
Clipboard
Font
Alignment
Number
Tables
Cells
Formulas
Data
Web
Sheet1
Sheet2
Sheet3
1 person editing

=SUM(B1:B6)

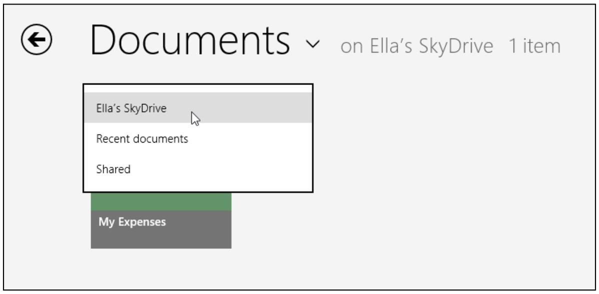
A	B
Rent	$1,500
Taxes	$500
Water	$45
Internet	$50
Food	$250
Travel	$200
Total	=SUM(B1:B6)

SUM (number1, [number2], ...)

7 Edit the file: Click the Edit in Browser button on the toolbar if you want to edit the document. The document opens in the Word Web App editor where you can modify it.

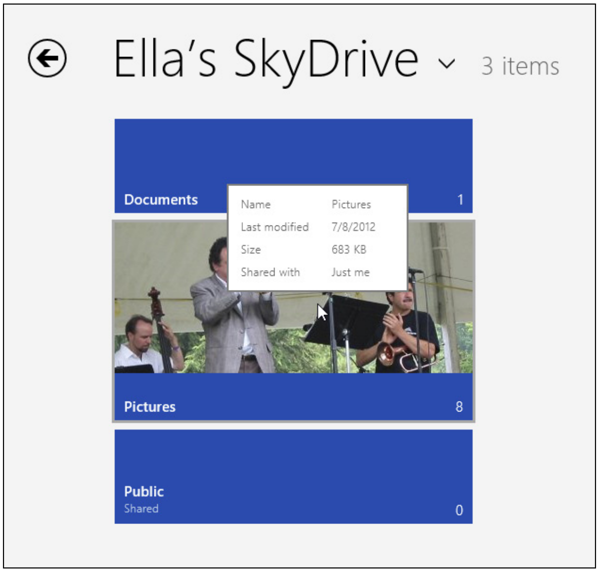


8 Close Internet Explorer: Move your mouse to the top of the screen until the cursor turns into a hand. Drag the cursor to the bottom of the screen to close the file and Internet Explorer.



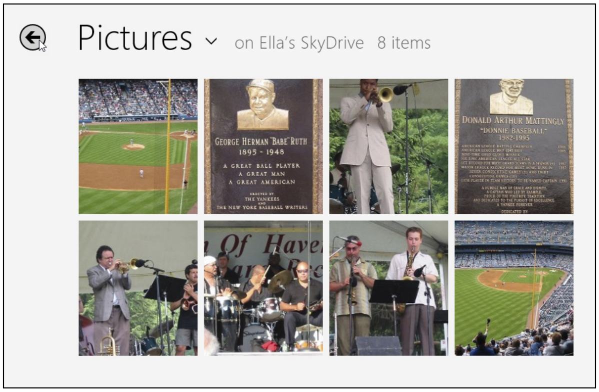
Documents
on Ella's SkyDrive 1 item
Ella's SkyDrive
Recent documents
Shared
My Expenses

9 Return to SkyDrive: Move your mouse to the upper-left hot corner of the Start screen until you see the thumbnail for SkyDrive. Click on that thumbnail. Click the name of your current folder. From the menu, click the name of your SkyDrive account.

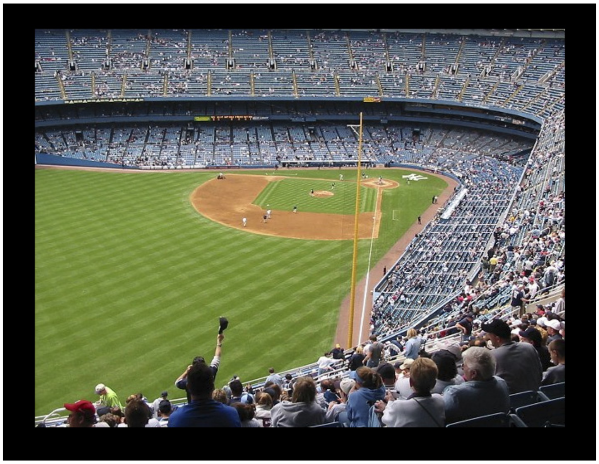

Ella's SkyDrive
3 items
Documents
1
Pictures
8
Public
Shared
0

Name Pictures
Last modified 7/8/2012
Size 683 KB
Shared with Just me

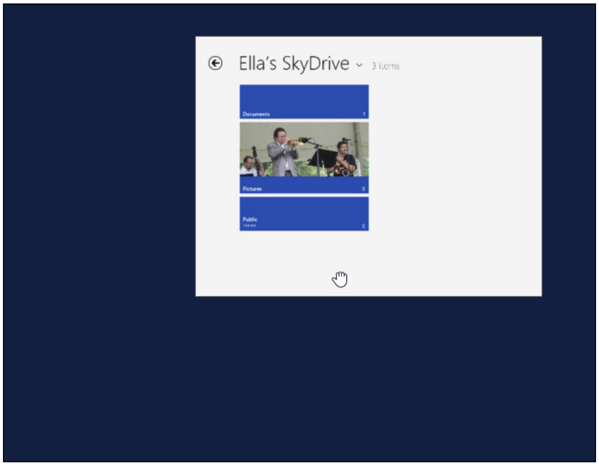
10 View pictures: Click on another folder, such as Pictures.


Pictures
on Ella's SkyDrive
8 items

12 Return to your SkyDrive folders: Click on the screen until you see the Back button in the upper-left corner. Click that button to return to your Pictures folder.



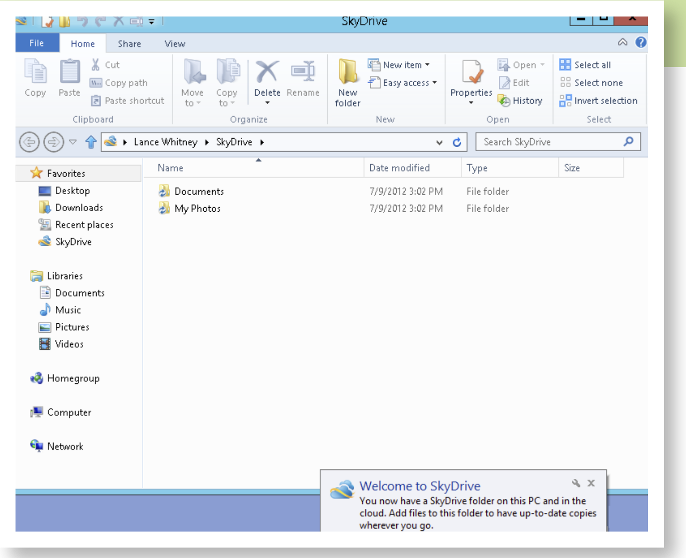
11 Open a picture: Click on a specific image. The image displays full screen.


Ella's SkyDrive
3 items
Documents
Pictures
Public
Shared

13 Close SkyDrive: Move your mouse to the top of the screen until the cursor turns into a hand. Drag the cursor to the bottom of the screen to close SkyDrive.

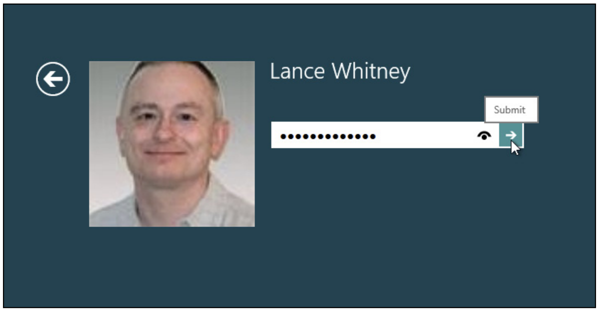
tip You can also download a desktop SkyDrive app, which is covered in the task "Setting Up the SkyDrive for Windows App."

Setting Up the SkyDrive for Windows App

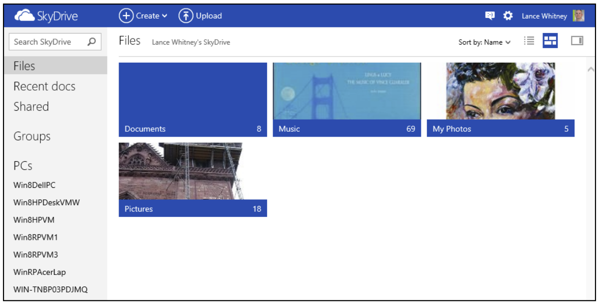

SkyDrive
File
Home
Share
View
Copy
Paste
Cut
Copy path
Paste shortcut
Clipboard
Move to
Copy to
Delete
Rename
Organize
New folder
New item
Easy access
New
Properties
Open
Edit
History
Open
Select all
Select none
Invert selection
Select
Lance Whitney ▸ SkyDrive ▸
Search SkyDrive
Favorites
Desktop
Downloads
Recent places
SkyDrive
Libraries
Documents
Music
Pictures
Videos
Homegroup
Computer
Network
Name
Date modified
Type
Size
Documents
7/9/2012 3:02 PM
File folder
My Photos
7/9/2012 3:02 PM
File folder
Welcome to SkyDrive

You now have a SkyDrive folder on this PC and in the cloud. Add files to this folder to have up-to-date copies wherever you go.

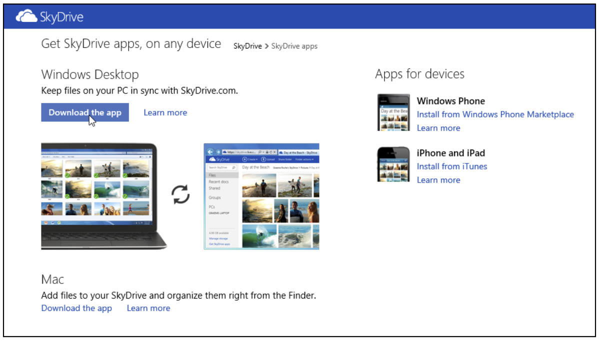
You can set up your SkyDrive account through the web, as described in the task "Adding Files to Your SkyDrive Page." You can access and view your SkyDrive files using the Windows 8 SkyDrive app, as described in the task "Setting Up the Windows 8 SkyDrive App." In addition, you can download and install a desktop SkyDrive application for Windows that lets you set up and synchronize specific folders for SkyDrive. This application gives you the ability to access your SkyDrive files directly from File Explorer, add new files to SkyDrive from your desktop, and organize your SkyDrive folders and files as if they were local to your PC. This task explains how to set up and use the SkyDrive for Windows application.


Lance Whitney
Submit
•••••••••••••

1 Log in: Log in to Windows with a Microsoft account.


SkyDrive
Create
Upload
Lance Whitney
Search SkyDrive
Files
Lance Whitney's SkyDrive
Sort by: Name
Files
Recent docs
Shared
Groups
PCs
Win8DellPC
Win8HPDeskVMW
Win8HPVM
Win8RPVM1
Win8RPVM3
WinRPAcerLap
WIN-TNBP03PDJMQ
Documents 8
Music 69
My Photos 5
Pictures 18

2 Open SkyDrive website: Open Internet Explorer by clicking its Start screen tile. In the address field for IE, open the SkyDrive website by typing **www.skydrive.com**. Log in with your Microsoft account if needed. On your SkyDrive page, click the Get SkyDrive apps link in the lower left corner.


SkyDrive
SkyDrive > SkyDrive apps
Download the app
Learn more
Learn more
Learn more
Download the app
Learn more

Get SkyDrive apps, on any device

Windows Desktop

Keep files on your PC in sync with SkyDrive.com.

Apps for devices

Windows Phone

Install from Windows Phone Marketplace

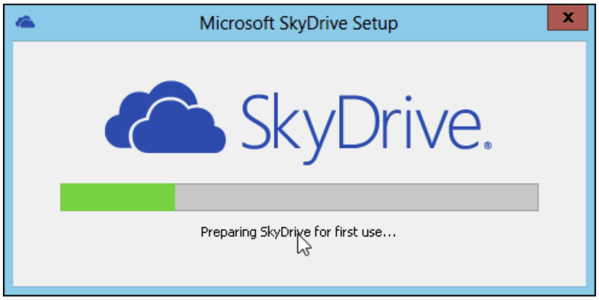
iPhone and iPad

Install from iTunes

Mac

Add files to your SkyDrive and organize them right from the Finder.

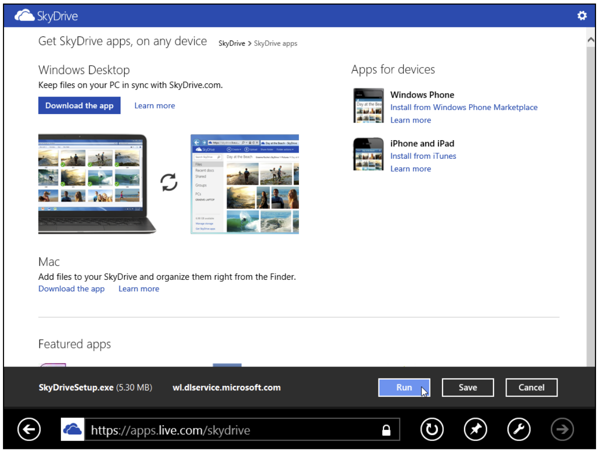
3 Get the SkyDrive app: On the SkyDrive apps page, click the Download the app button for SkyDrive for Windows Desktop.


Microsoft SkyDrive Setup
SkyDrive

Preparing SkyDrive for first use…

5 Wait for app to install: The SkyDrive application installs.

tip You can download a SkyDrive app for the Mac, the iPhone, the iPad, and Windows Phone devices.


SkyDrive
SkyDrive > SkyDrive apps
Download the app
Learn more
Learn more
Learn more
Download the app
Learn more
Featured apps
Run
Save
Cancel

Get SkyDrive apps, on any device

Windows Desktop

Keep files on your PC in sync with SkyDrive.com.

Apps for devices

Windows Phone

Install from Windows Phone Marketplace

iPhone and iPad

Install from iTunes

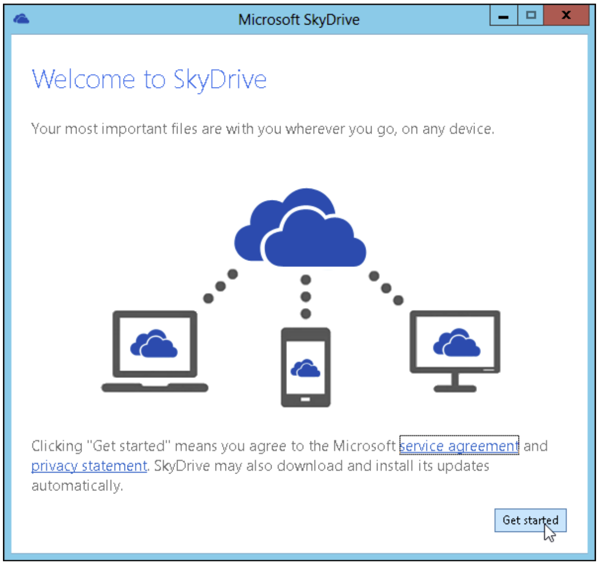
Mac

Add files to your SkyDrive and organize them right from the Finder.

SkyDriveSetup.exe (5.30 MB) wl.dlservice.microsoft.com

https://apps.live.com/skydrive

4 Install the SkyDrive app: Choose the option to Run the file SkyDriveSetup.exe. Click Yes if a User Account Control window asks if you want to allow the following program to make changes to this computer.

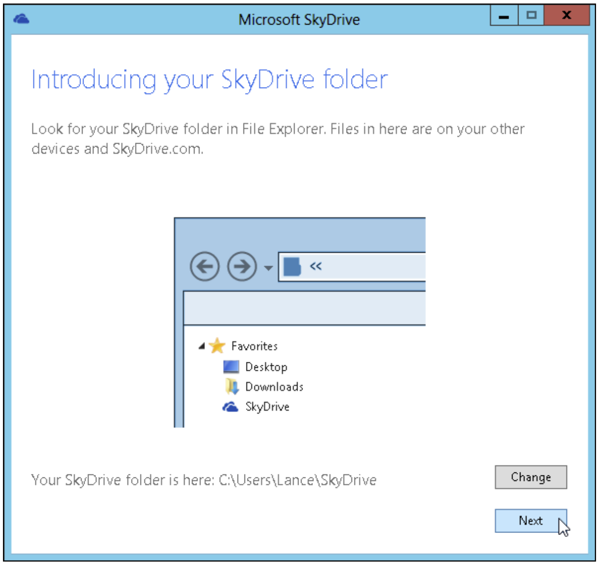

Microsoft SkyDrive
Get started

Welcome to SkyDrive

Your most important files are with you wherever you go, on any device.

Clicking "Get started" means you agree to the Microsoft service agreement and privacy statement. SkyDrive may also download and install its updates automatically.

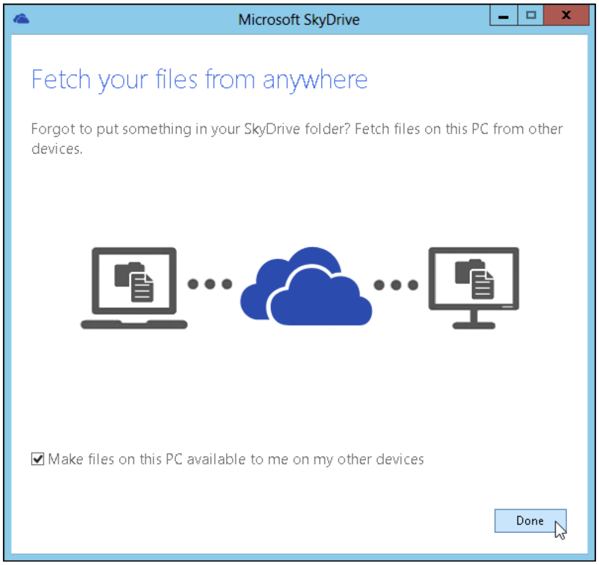
6 Set up the application: At the Welcome to SkyDrive window, click Get started. If the Sign in page appears, type your Microsoft account ID and password and click Sign in.


Microsoft SkyDrive
Favorites
Desktop
Downloads
SkyDrive
Change
Next

Introducing your SkyDrive folder

Look for your SkyDrive folder in File Explorer. Files in here are on your other devices and SkyDrive.com.

Your SkyDrive folder is here: C:\Users\Lance\SkyDrive


Microsoft SkyDrive
Done

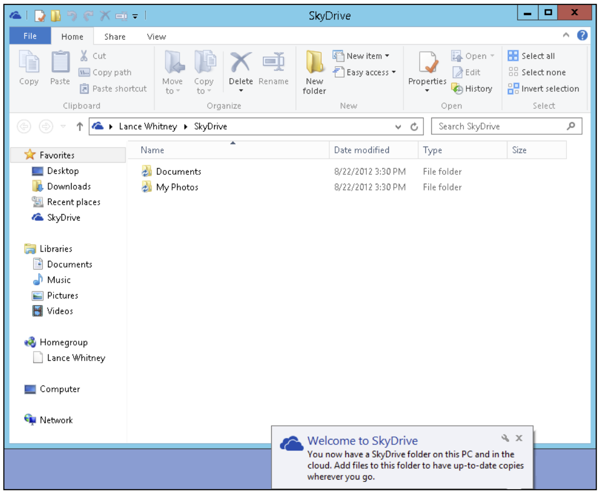
Fetch your files from anywhere

Forgot to put something in your SkyDrive folder? Fetch files on this PC from other devices.

☑ Make files on this PC available to me on my other devices

7 Confirm the SkyDrive folder: The Introducing your SkyDrive folder window shows that your SkyDrive folder will be created under your personal folder. Click Change if you want the folder to be created elsewhere. Otherwise, click Next.

8 Sync files from other devices: The Fetch your files from anywhere window shows that any files synced to SkyDrive from your current computer will be synced to other computers. If you do not want to do this, deselect the check box. Otherwise, click Done.


SkyDrive
File
Home
Share
View
Copy
Paste
Cut
Copy path
Paste shortcut
Clipboard
Move to
Copy to
Delete
Rename
Organize
New folder
New item
Easy access
New
Properties
Open
Edit
History
Open
Select all
Select none
Invert selection
Select
Lance Whitney ▸ SkyDrive
Search SkyDrive
Favorites
Desktop
Downloads
Recent places
SkyDrive
Libraries
Documents
Music
Pictures
Videos
Homegroup
Lance Whitney
Computer
Network

Name	Date modified	Type	Size
Documents	8/22/2012 3:30 PM	File folder	
My Photos	8/22/2012 3:30 PM	File folder	

Welcome to SkyDrive

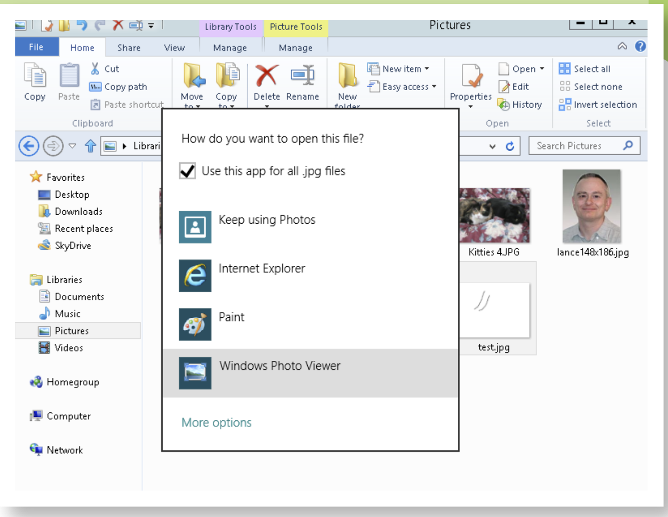
You now have a SkyDrive folder on this PC and in the cloud. Add files to this folder to have up-to-date copies wherever you go.

9 View your SkyDrive folder: A File Explorer window appears showing you your new SkyDrive folder. Your local SkyDrive folder synchronizes with your online SkyDrive folders to dowload all the existing content.

tip You can also copy files from your local folders to your SkyDrive folders by dragging and dropping them.

tip To manage the SkyDrive application, click the Show hidden icons arrow on the Windows system tray and then click the SkyDrive icon.

Opening Files with Specific Applications

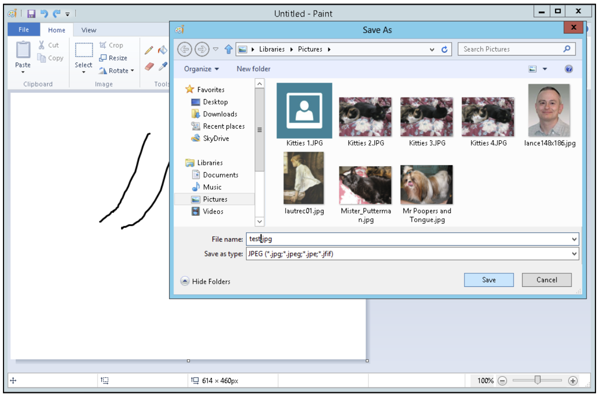


How do you want to open this file?

☑ Use this app for all .jpg files

Library Tools
Picture Tools
Pictures
File
Home
Share
View
Manage
Manage
Copy
Paste
Cut
Copy path
Paste shortcut
Clipboard
Move to
Copy to
Delete
Rename
New folder
New item
Easy access
Properties
Open
Edit
History
Select all
Select none
Invert selection
Select
Search Pictures
Favorites
Desktop
Downloads
Recent places
SkyDrive
Libraries
Documents
Music
Pictures
Videos
Homegroup
Computer
Network
Keep using Photos
Internet Explorer
Paint
Windows Photo Viewer
More options
Kitties 4.JPG
lance148x186.jpg
test.jpg

Certain types of files can be opened by different applications in Windows 8, both Windows 8 apps and desktop apps. As some examples, JPEG and other image files can be opened by the Windows 8 Photos app, by Paint, or by Windows Photo Viewer. MP3 and other audio files can be opened by the Windows 8 Music app or by Windows Media Player. PDF files can be opened by Microsoft Reader or by Adobe Reader. And text files can be opened by Notepad or WordPad. You can choose which application should open a particular file each time, or you can set up a permanent file association so that the same application opens a particular file type every time. This task explains how to open files with specific applications.

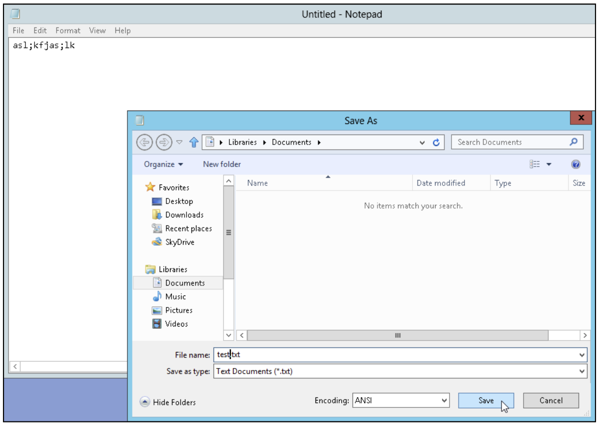


File name: test.jpg

Save as type: JPEG (*.jpg;*.jpeg;*.jpe;*.jfif)

Untitled - Paint
Save As
File
Home
View
Paste
Cut
Copy
Select
Crop
Resize
Rotate
Clipboard
Image
Tools
Libraries
Pictures
Search Pictures
Organize
New folder
Favorites
Desktop
Downloads
Recent places
SkyDrive
Libraries
Documents
Music
Pictures
Videos
Kitties 1.JPG
Kitties 2.JPG
Kitties 3.JPG
Kitties 4.JPG
lance148x186.jpg
lautrec01.jpg
Mister_Putterman.jpg
Mr Poopers and Tongue.jpg
Hide Folders
Save
Cancel
614 × 460px
100%

1 Create an image file: From the Start screen, type **paint**. In the search results on the left pane, click the Paint icon. In Paint, draw a line or two. Choose File → Save As. In Paint, choose the option to save as a JPEG picture. Change the name to test.jpg and save the file in the default location of your Pictures folder. Close Paint. Press the Windows key to return to the Start menu.


Untitled - Notepad
File Edit Format View Help
Save As
Libraries ▸ Documents ▸
Search Documents
Organize ▾
New folder
Favorites
Desktop
Downloads
Recent places
SkyDrive
Libraries
Documents
Music
Pictures
Videos
Name
Date modified
Type
Size
No items match your search.
Hide Folders
Save
Cancel

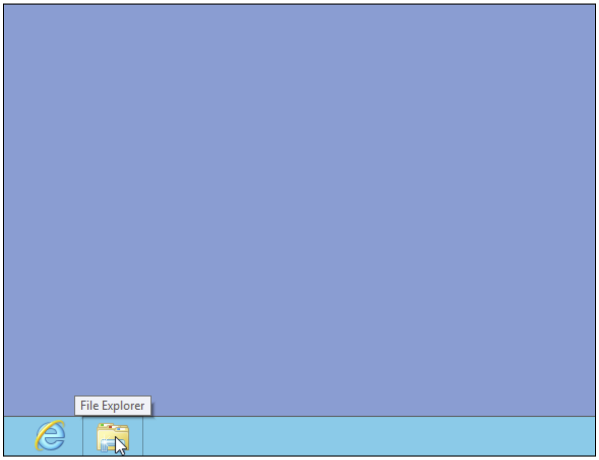
```
asl;kfjas;lk
```

File name: test.txt

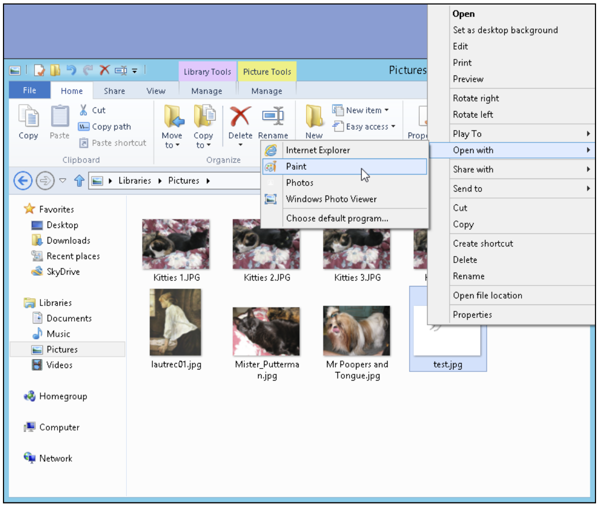
Save as type: Text Documents (*.txt)

Encoding: ANSI

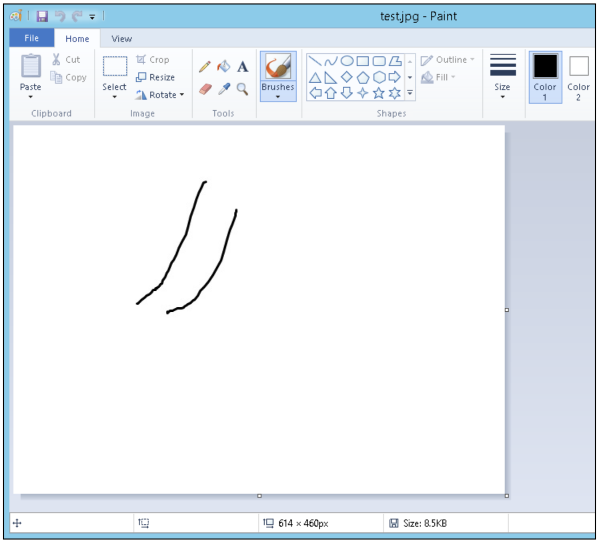
2 Create a text file: From the Start screen, type **notepad**. From the search results on the left pane, click the Notepad icon. In Notepad, type a few characters. Choose File ➙ Save. Change the name to test.txt and save the file in the default location of your Documents folder. Close Notepad.


File Explorer

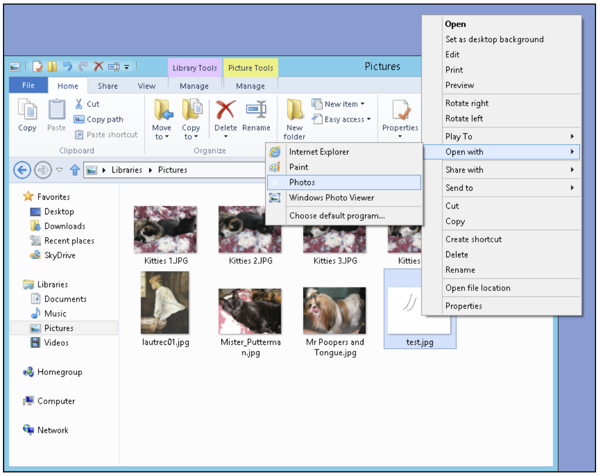
3 Open File Explorer: From the desktop, open File Explorer by clicking its taskbar shortcut.


Library Tools
Picture Tools
Pictures
File
Home
Share
View
Manage
Manage
Copy
Paste
Cut
Copy path
Paste shortcut
Clipboard
Move to
Copy to
Delete
Rename
Organize
New
New item
Easy access
Libraries ▸ Pictures ▸
Favorites
Desktop
Downloads
Recent places
SkyDrive
Libraries
Documents
Music
Pictures
Videos
Homegroup
Computer
Network
Kitties 1.JPG
Kitties 2.JPG
Kitties 3.JPG
lautrec01.jpg
Mister_Putterman.jpg
Mr Poopers and Tongue.jpg
test.jpg
Internet Explorer
Paint
Photos
Windows Photo Viewer
Choose default program...
Open
Set as desktop background
Edit
Print
Preview
Rotate right
Rotate left
Play To
Open with
Share with
Send to
Cut
Copy
Create shortcut
Delete
Rename
Open file location
Properties

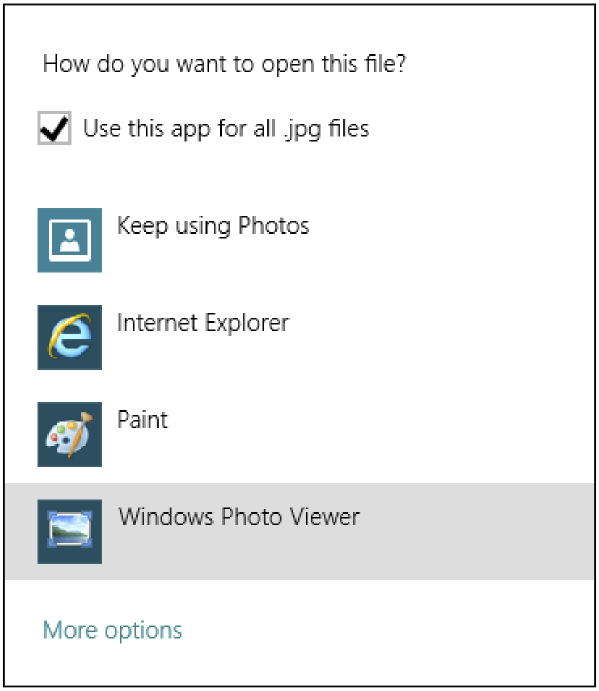
4 Open image in Paint: Open your Pictures folder. Right-click on the test.jpg file. From the pop-up menu, choose Open with ➙ Paint.


test.jpg - Paint
File
Home
View
Paste
Cut
Copy
Clipboard
Select
Crop
Resize
Rotate
Image
Tools
Brushes
Shapes
Outline
Fill
Size
Color 1
Color 2
614 × 460px
Size: 8.5KB

5 View image in Paint: The image opens in Paint. Close Paint.


Library Tools
Picture Tools
Pictures
File
Home
Share
View
Manage
Manage
Copy
Paste
Cut
Copy path
Paste shortcut
Clipboard
Move to
Copy to
Delete
Rename
Organize
New folder
New item
Easy access
Properties
Libraries
Pictures
Favorites
Desktop
Downloads
Recent places
SkyDrive
Libraries
Documents
Music
Pictures
Videos
Homegroup
Computer
Network
Kitties 1.JPG
Kitties 2.JPG
Kitties 3.JPG
Kitties
lautrec01.jpg
Mister_Putterman.jpg
Mr Poopers and Tongue.jpg
test.jpg
Internet Explorer
Paint
Photos
Windows Photo Viewer
Choose default program...
Open
Set as desktop background
Edit
Print
Preview
Rotate right
Rotate left
Play To
Open with
Share with
Send to
Cut
Copy
Create shortcut
Delete
Rename
Open file location
Properties

6 Open image file in Photos app: From your Pictures folder, right-click on the test.jpg file. From the pop-up menu, choose Open with → Photos.



How do you want to open this file?

☑ Use this app for all .jpg files

Keep using Photos

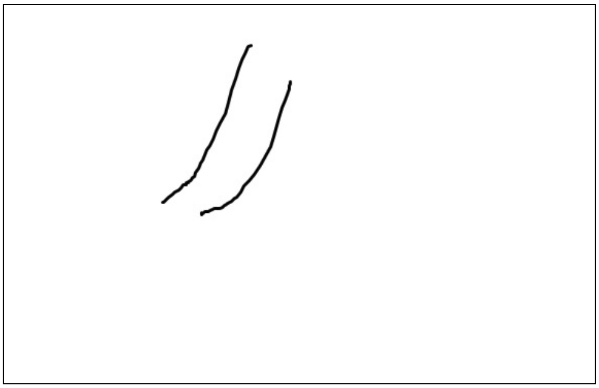
Internet Explorer

Paint

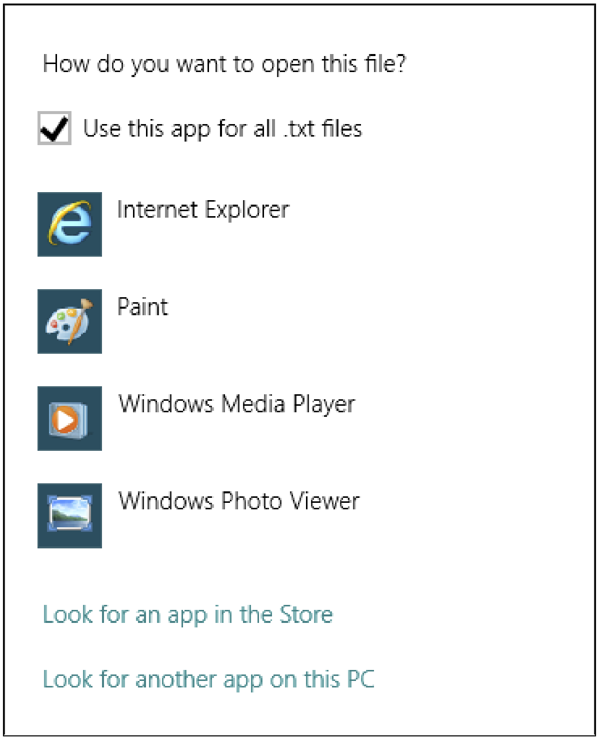
Windows Photo Viewer

More options

8 Change default program: From your Pictures folder, right-click on the test.jpg file. From the pop-up menu, choose Open with → Choose default program. A How do you want to open this file? window appears. You can open the file with a program other than its default by selecting the Use this app for all .jpg files check box and clicking the app. Close the window by clicking on any empty area of the desktop.



7 View image in Photos app: The image opens in the Photos app. Hold down the Windows key and press D to return to the desktop.



How do you want to open this file?

☑ Use this app for all .txt files

Internet Explorer

Paint

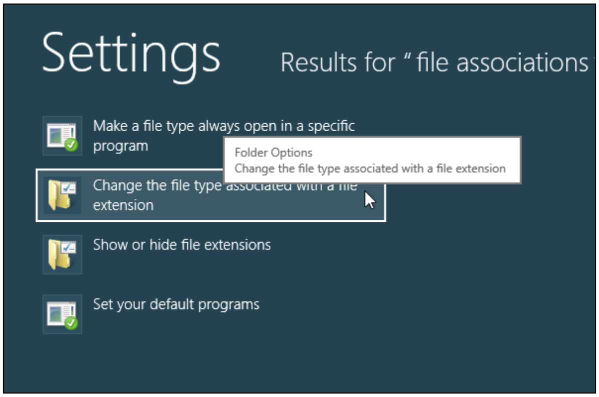
Windows Media Player

Windows Photo Viewer

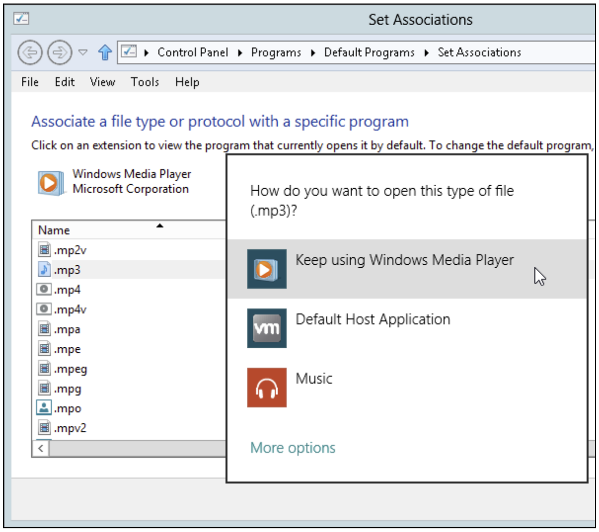
Look for an app in the Store

Look for another app on this PC

9 Explore more options: Move to your Documents folder. Right-click on the test.txt file. From the pop-up menu, choose Open with → Choose default program. The How do you want to open this file? window appears. Click the More options link. Other applications appear that could potentially open this file. Click Cancel to close the Open with window.


Settings
Results for "file associations
Make a file type always open in a specific program
Folder Options
Change the file type associated with a file extension
Change the file type associated with a file extension
Show or hide file extensions
Set your default programs

10 View list of associations: Return to the Start screen by pressing the Windows key. From the Start screen, type **file associations**. Click Settings. In the search results on the left pane, click Change the file type associated with a file extension.

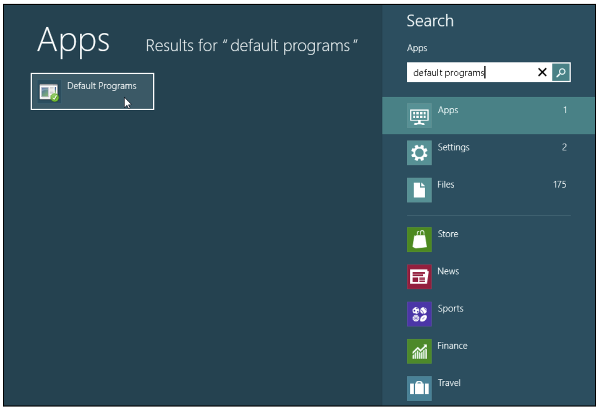

Set Associations
Control Panel ▸ Programs ▸ Default Programs ▸ Set Associations
File Edit View Tools Help
Windows Media Player
Microsoft Corporation
Name
.mp2v
.mp3
.mp4
.mp4v
.mpa
.mpe
.mpeg
.mpg
.mpo
.mpv2
Keep using Windows Media Player
Default Host Application
Music
More options

Associate a file type or protocol with a specific program

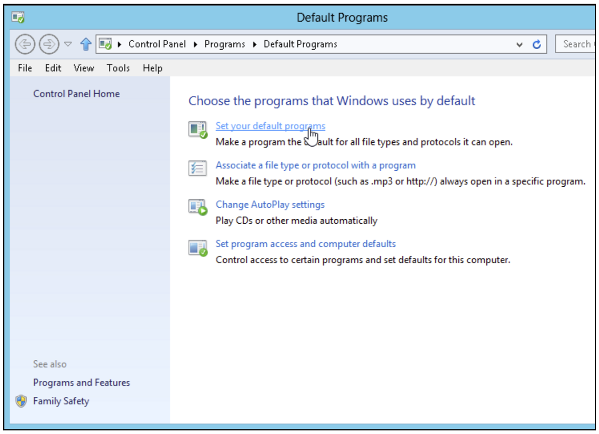
Click on an extension to view the program that currently opens it by default. To change the default program,

How do you want to open this type of file (.mp3)?

11 Set a file association: The Set Associations window opens. Scroll down the list of extensions until you see one for .mp3. Double-click the .mp3 association. The How do you want to open this type of file window appears. You can choose the Music app or Windows Media Player, or click More options for other choices. Click the app you want to use. That app becomes the default for MP3 files. Close the Set Associations window.


Apps
Results for "default programs"
Default Programs
Search
Apps
default programs
Apps 1
Settings 2
Files 175
Store
News
Sports
Finance
Travel

12 Use the Default Programs program: Press the Windows key to return to the Start screen. Type **default programs**. In the search results on the left pane, click the Default Programs app.


Default Programs
Control Panel ▸ Programs ▸ Default Programs
Search
File Edit View Tools Help
Control Panel Home
See also
Programs and Features
Family Safety

Choose the programs that Windows uses by default

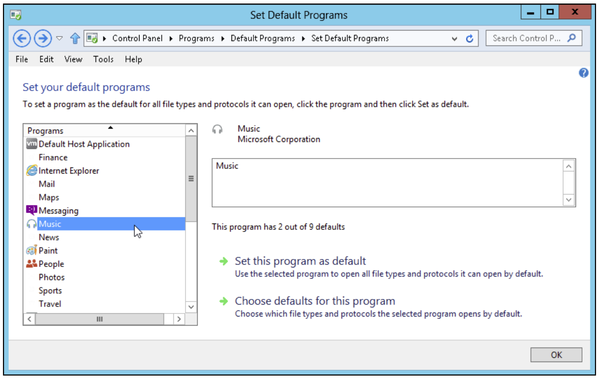
Set your default programs
Make a program the default for all file types and protocols it can open.

Associate a file type or protocol with a program
Make a file type or protocol (such as .mp3 or http://) always open in a specific program.

Change AutoPlay settings
Play CDs or other media automatically

Set program access and computer defaults
Control access to certain programs and set defaults for this computer.

13 Set your default programs: In the Default Programs window, click the Set your default programs link.


Set Default Programs
Control Panel ▸ Programs ▸ Default Programs ▸ Set Default Programs
Search Control P...
File Edit View Tools Help
OK

Set your default programs

To set a program as the default for all file types and protocols it can open, click the program and then click Set as default.

Programs
Default Host Application
Finance
Internet Explorer
Mail
Maps
Messaging
Music
News
Paint
People
Photos
Sports
Travel

Music
Microsoft Corporation

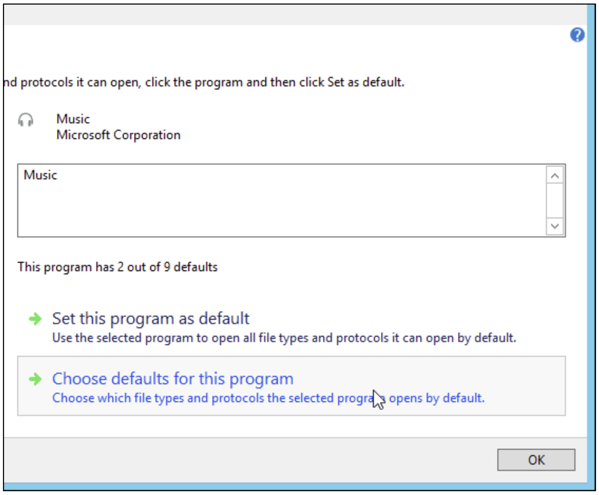
Music

This program has 2 out of 9 defaults

→ Set this program as default
Use the selected program to open all file types and protocols it can open by default.

→ Choose defaults for this program
Choose which file types and protocols the selected program opens by default.

14 Choose file types for specific programs: In the Set Default Programs window, click a specific application, such as Music.



nd protocols it can open, click the program and then click Set as default.

Music
Microsoft Corporation

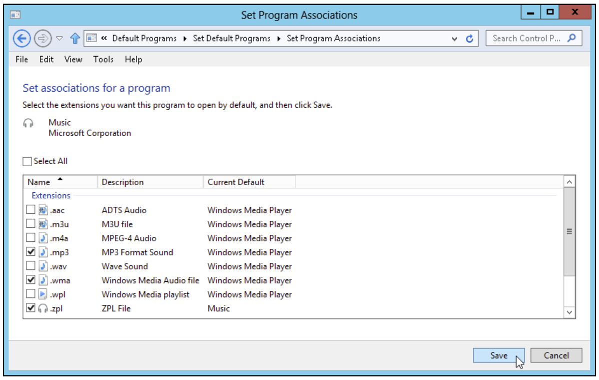
Music

This program has 2 out of 9 defaults

→ Set this program as default
Use the selected program to open all file types and protocols it can open by default.

→ Choose defaults for this program
Choose which file types and protocols the selected program opens by default.

15 Choose defaults for this program: To associate only certain audio files with the Music app, click Choose defaults for this program.


Set Program Associations
« Default Programs ▸ Set Default Programs ▸ Set Program Associations
Search Control P...
File Edit View Tools Help
Save
Cancel

Set associations for a program

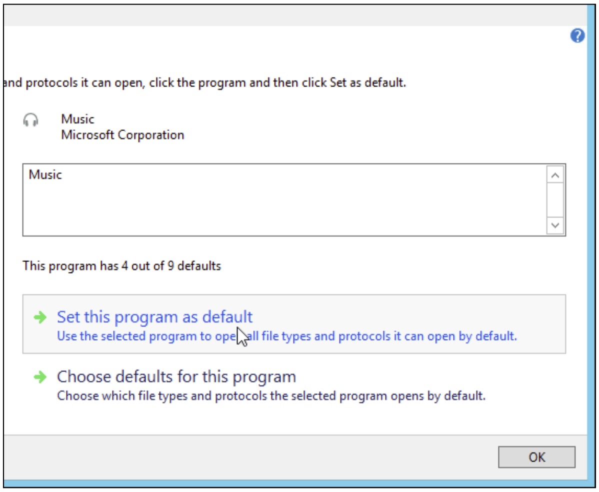
Select the extensions you want this program to open by default, and then click Save.

Music
Microsoft Corporation

☐ Select All

Name	Description	Current Default
Extensions		
☐ .aac	ADTS Audio	Windows Media Player
☐ .m3u	M3U file	Windows Media Player
☐ .m4a	MPEG-4 Audio	Windows Media Player
☑ .mp3	MP3 Format Sound	Windows Media Player
☐ .wav	Wave Sound	Windows Media Player
☑ .wma	Windows Media Audio file	Windows Media Player
☐ .wpl	Windows Media playlist	Windows Media Player
☑ .zpl	ZPL File	Music

16 Select file extensions: At the next screen, select the audio files that you want associated with the Music app, and deselect the files that you do not want associated with the app. For example, you can select .mp3 and .wma and leave the rest deselected. Click Save when done.



nd protocols it can open, click the program and then click Set as default.

Music
Microsoft Corporation

Music

This program has 4 out of 9 defaults

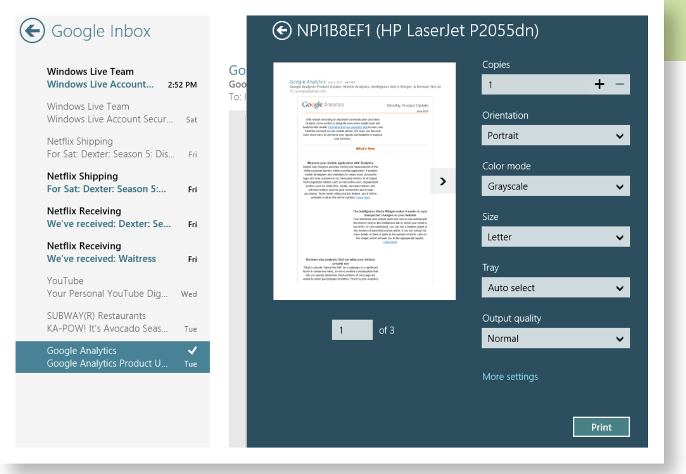
→ Set this program as default
Use the selected program to open all file types and protocols it can open by default.

→ Choose defaults for this program
Choose which file types and protocols the selected program opens by default.

17 Set this program as default: To set the Music app as the default player for all types of audio files, select the app again and click Set this program as default. When done, click OK. Close the Set Default Programs window.

tip As you install more applications, such as image editors and music players, you can always change the default to those new apps.

Printing Content from a Windows 8 App



Google Inbox

Windows Live Team
Windows Live Account... 2:52 PM

Windows Live Team
Windows Live Account Secur... Sat

Netflix Shipping
For Sat: Dexter: Season 5: Dis... Fri

Netflix Shipping
For Sat: Dexter: Season 5:... Fri

Netflix Receiving
We've received: Dexter: Se... Fri

Netflix Receiving
We've received: Waitress Fri

YouTube
Your Personal YouTube Dig... Wed

SUBWAY(R) Restaurants
KA-POW! It's Avocado Seas... Tue

Google Analytics ✓
Google Analytics Product U... Tue

NPI1B8EF1 (HP LaserJet P2055dn)

Copies: 1

Orientation: Portrait

Color mode: Grayscale

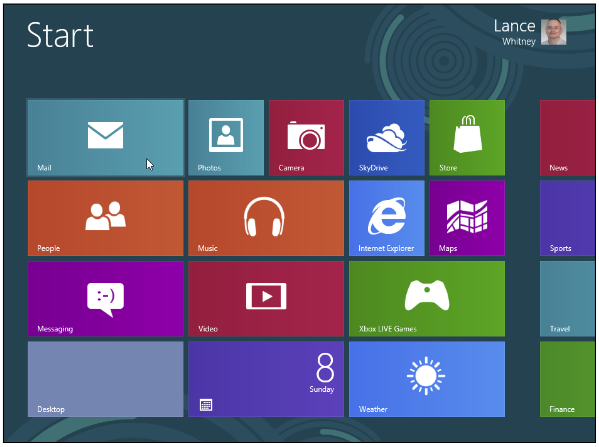
Size: Letter

Tray: Auto select

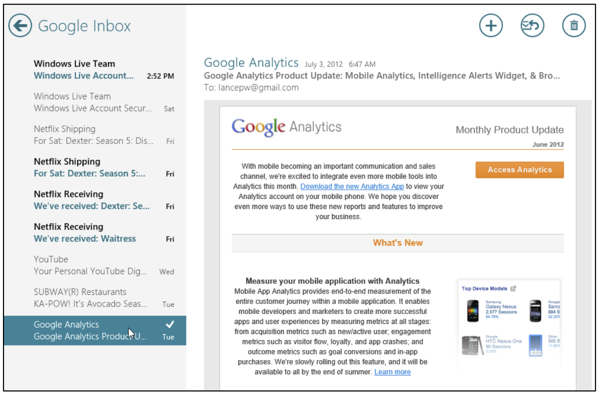
Output quality: Normal

1 of 3

Printing content from a standard desktop application works the same in Windows 8 as in previous versions of Windows. You simply choose File → Print. But printing a file from a Windows 8 app works differently. Instead of choosing a print command from the app itself, you print using the Charms bar. Selecting the Devices charm provides access to your printer and allows you to configure the various settings to determine the format, quality, and other attributes for your printed document. You can print from a variety of Windows 8 apps, including Mail, Photos, Maps, and Internet Explorer. Mail is used for this example, but the process is the same across all Windows 8 apps. This task explains how to print from a Windows 8 app.



1 Open Mail: Make sure your printer is turned on. This example uses Mail. Open Mail by clicking its Start screen tile.



Google Inbox

Windows Live Team
Windows Live Account... 2:52 PM

Windows Live Team
Windows Live Account Secur... Sat

Netflix Shipping
For Sat: Dexter: Season 5: Dis... Fri

Netflix Shipping
For Sat: Dexter: Season 5:... Fri

Netflix Receiving
We've received: Dexter: Se... Fri

Netflix Receiving
We've received: Waitress Fri

YouTube
Your Personal YouTube Dig... Wed

SUBWAY(R) Restaurants
KA-POW! It's Avocado Seas... Tue

Google Analytics ✓
Google Analytics Product U... Tue

Google Analytics July 3, 2012 6:47 AM
Google Analytics Product Update: Mobile Analytics, Intelligence Alerts Widget, & Bro...
To: lancepw@gmail.com

Google Analytics Monthly Product Update
June 2012

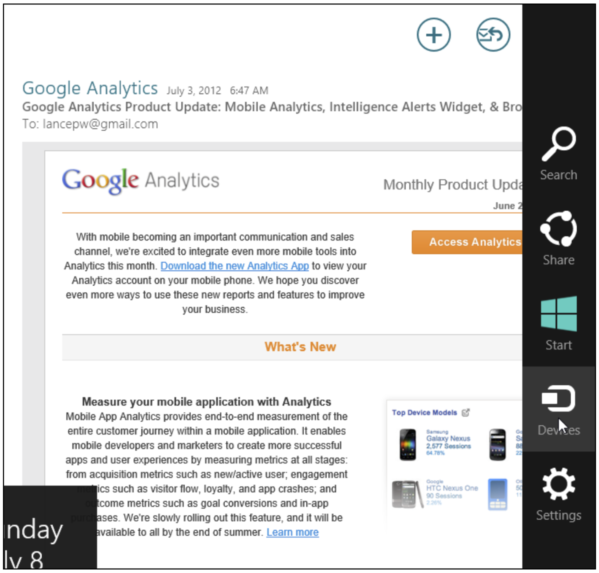
With mobile becoming an important communication and sales channel, we're excited to integrate even more mobile tools into Analytics this month. Download the new Analytics App to view your Analytics account on your mobile phone. We hope you discover even more ways to use these new reports and features to improve your business.

What's New

Measure your mobile application with Analytics
Mobile App Analytics provides end-to-end measurement of the entire customer journey within a mobile application. It enables mobile developers and marketers to create more successful apps and user experiences by measuring metrics at all stages: from acquisition metrics such as new/active user; engagement metrics such as visitor flow, loyalty, and app crashes; and outcome metrics such as goal conversions and in-app purchases. We're slowly rolling out this feature, and it will be available to all by the end of summer. Learn more

Access Analytics
Top Device Models
Samsung Galaxy Nexus 2,577 Sessions 64.78%
HTC Nexus One 90 Sessions 2.26%

2 Select a message: Click an e-mail message to print.



Google Analytics July 3, 2012 6:47 AM
Google Analytics Product Update: Mobile Analytics, Intelligence Alerts Widget, & Bro
To: lancepw@gmail.com

Google Analytics Monthly Product Upda
June 2

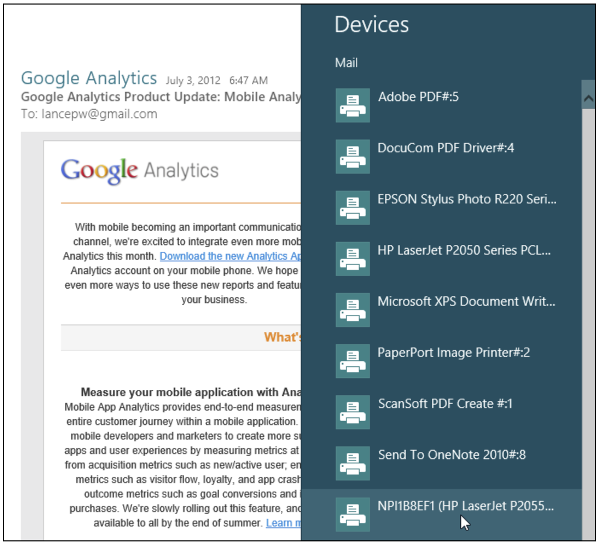
With mobile becoming an important communication and sales channel, we're excited to integrate even more mobile tools into Analytics this month. Download the new Analytics App to view your Analytics account on your mobile phone. We hope you discover even more ways to use these new reports and features to improve your business.

Access Analytics

What's New

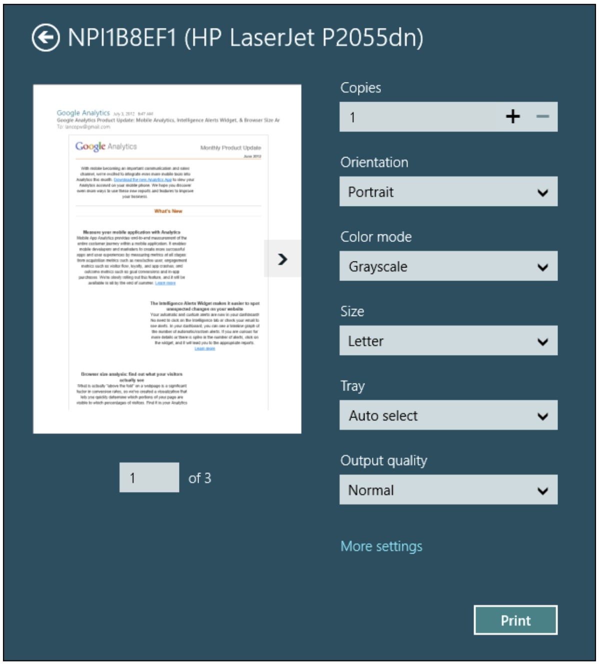
Measure your mobile application with Analytics
Mobile App Analytics provides end-to-end measurement of the entire customer journey within a mobile application. It enables mobile developers and marketers to create more successful apps and user experiences by measuring metrics at all stages: from acquisition metrics such as new/active user; engagement ics such as visitor flow, loyalty, and app crashes; and come metrics such as goal conversions and in-app ases. We're slowly rolling out this feature, and it will be available to all by the end of summer. Learn more

3 Access the Charms bar: Move your mouse to the lower right-hot corner to display the Charms bar. Click the Devices charm.



Devices
Mail
- Adobe PDF#:5
- DocuCom PDF Driver#:4
- EPSON Stylus Photo R220 Seri...
- HP LaserJet P2050 Series PCL...
- Microsoft XPS Document Writ...
- PaperPort Image Printer#:2
- ScanSoft PDF Create #:1
- Send To OneNote 2010#:8
- NPI1B8EF1 (HP LaserJet P2055...

4 Click the printer: Your printer appears on the list of your devices. Click the name of your printer.



NPI1B8EF1 (HP LaserJet P2055dn)

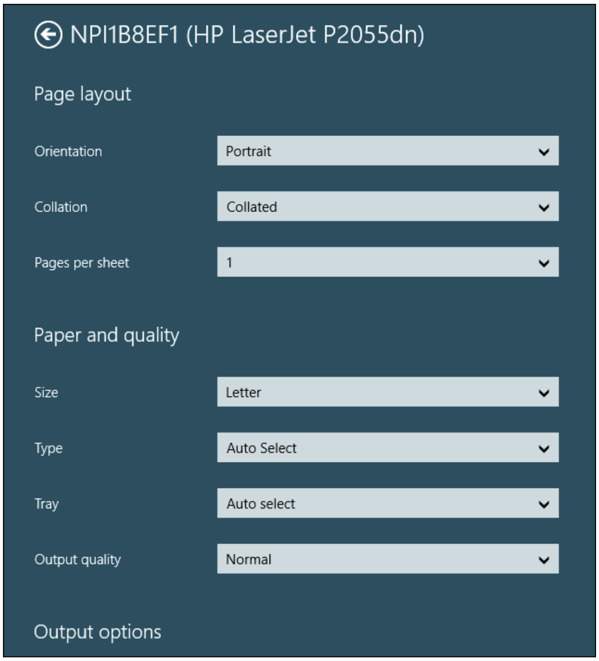
Copies: 1
Orientation: Portrait
Color mode: Grayscale
Size: Letter
Tray: Auto select
Output quality: Normal

1 of 3

More settings

Print

5 Configure basic settings: At the first screen, set the number of copies, the orientation, the color mode, the size, the tray, and the output quality if needed.



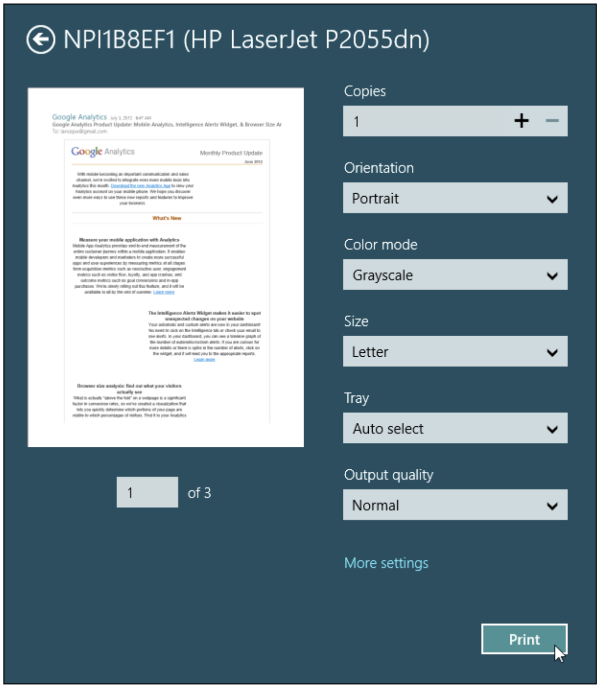
NPI1B8EF1 (HP LaserJet P2055dn)

Page layout
Orientation: Portrait
Collation: Collated
Pages per sheet: 1

Paper and quality
Size: Letter
Type: Auto Select
Tray: Auto select
Output quality: Normal

Output options

6 Configure more settings: Click the More settings link, which is located to the upper left of the Print button. Here you can configure additional settings depending on what your printer supports, such as the collation, pages per sheet, and type of paper. When done, click the Back button to return to the previous screen.



NPI1B8EF1 (HP LaserJet P2055dn)

Copies: 1

Orientation: Portrait

Color mode: Grayscale

Size: Letter

Tray: Auto select

Output quality: Normal

1 of 3

+
−
More settings
Print

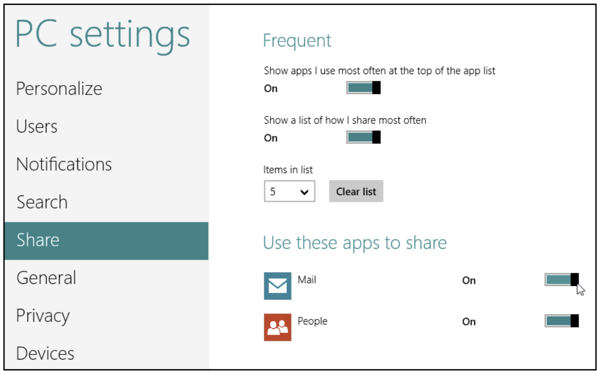
7 Print e-mail: Click Print to print your e-mail.

tip Printing from every Windows 8 app offers the same settings and configuration options.

tip You can also press Ctrl+P to access your printer list directly.

Quick Fix

Choosing Which Apps to Share



PC settings

Frequent

Show apps I use most often at the top of the app list: On

Show a list of how I share most often: On

Items in list: 5

Use these apps to share

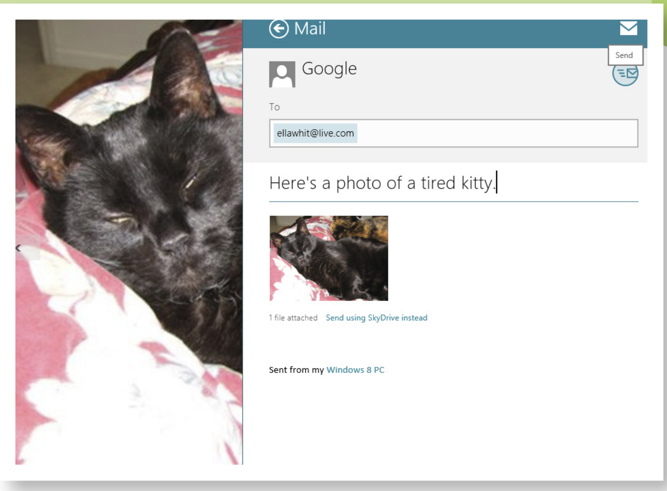
Mail: On

People: On

Personalize
Users
Notifications
Search
Share
General
Privacy
Devices
Clear list

From the Start screen, type the word **share**. Click Settings. In the search results on the left pane, click Share setting. From the Share screen, choose whether to show the apps you use the most for sharing at the top and to show a list of how you share most often. You can also determine how many items should appear in the list and which apps should be used for sharing.

Sharing Content from a Windows 8 App



Mail

Google

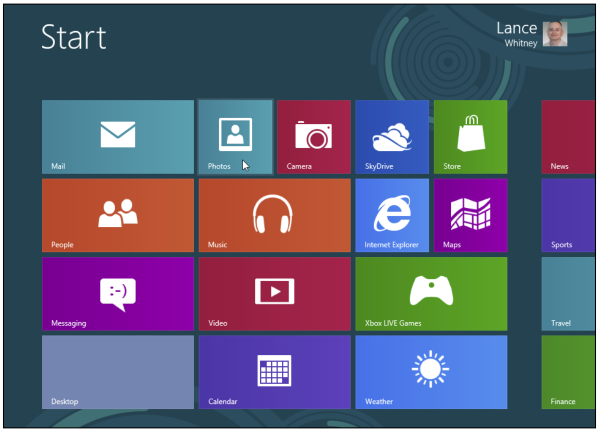
To: ellawhit@live.com

Here's a photo of a tired kitty.

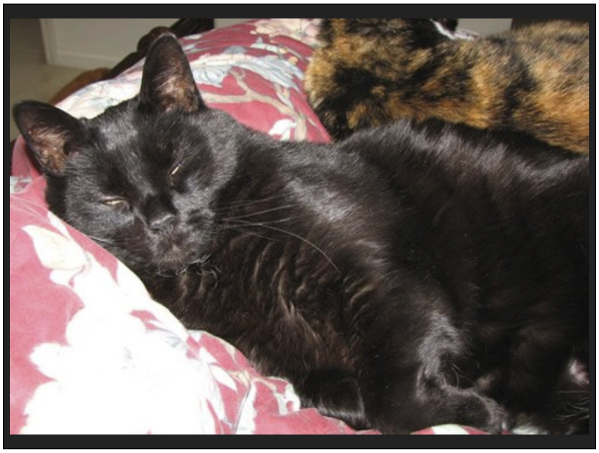
1 file attached Send using SkyDrive instead

Sent from my Windows 8 PC

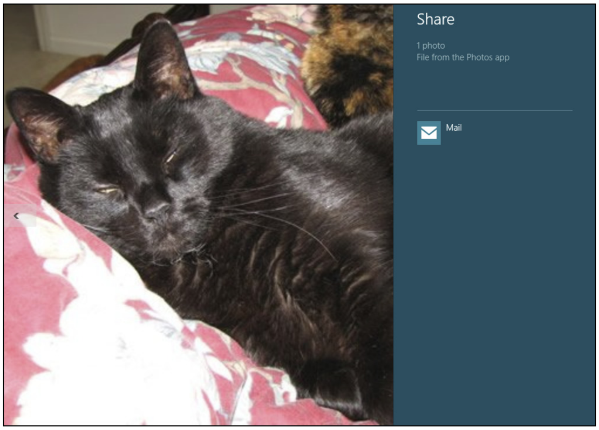
E-mailing files or content within a desktop application works the same in Windows 8 as it does in previous versions of Windows. But e-mailing or sharing files or content from a Windows 8 app uses the Charms bar. So rather than running a command within the application, you trigger the Share charm from the Charms bar to share a photo, a web page, or another piece of content. Using the Share charm ensures that the process of sharing remains consistent across all Windows 8 applications. This task explains how to share content through e-mail or instant messaging from various Windows 8 apps.


Start
Lance
Whitney
Mail
Photos
Camera
SkyDrive
Store
News
People
Music
Internet Explorer
Maps
Sports
Messaging
Video
Xbox LIVE Games
Travel
Desktop
Calendar
Weather
Finance

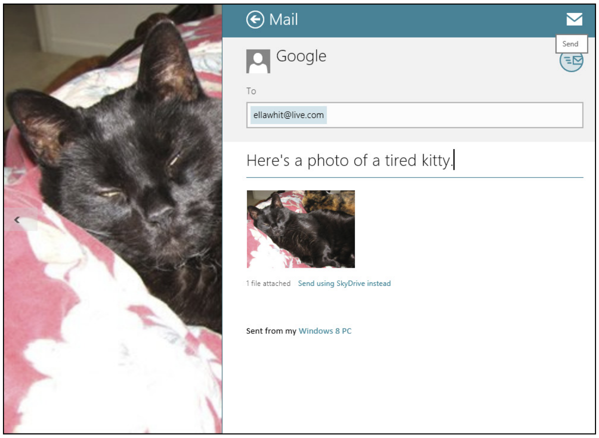
1 Share from the Photos app: This example uses the Photos app. Open the Photos app by clicking its Start screen tile.



2 Open a photo: Click on the thumbnail for your local Pictures library. Drill down through the library and click on a specific picture to view it full screen.


Share
1 photo
File from the Photos app
Mail

3 Share the picture: Move your mouse to the lower-right hot corner to display the Charms bar. Move your mouse up the bar and click the Share charm. Icons for Mail and perhaps for other programs, such as social networking apps, appear.


Mail
Send
Google
To

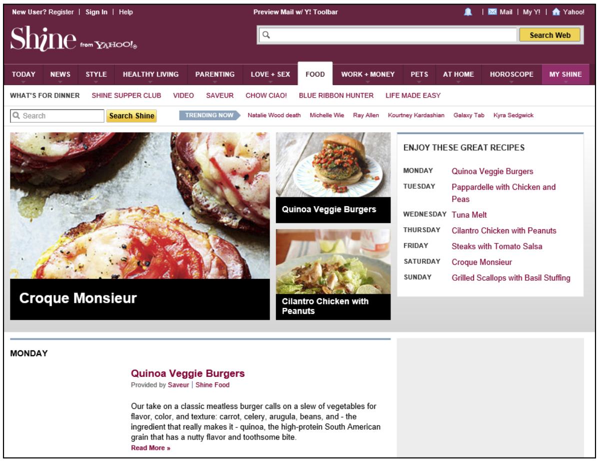
ellawhit@live.com

Here's a photo of a tired kitty.

1 file attached   Send using SkyDrive instead

Sent from my Windows 8 PC

4 Share the picture via Mail: Click the Mail icon. The Mail app opens in the right pane of the screen. Type the name of the recipient in the To field. Add a subject in the Subject field. Type any text for the body of the message below the photo. Click the Send button. Mail sends the photo as an attachment and then shuts down. Return to the Start screen by pressing the Windows key.


New User? Register | Sign In | Help
Preview Mail w/ Y! Toolbar
Mail | My Y! | Yahoo!
Shine from YAHOO!
Search Web
TODAY
NEWS
STYLE
HEALTHY LIVING
PARENTING
LOVE + SEX
FOOD
WORK + MONEY
PETS
AT HOME
HOROSCOPE
MY SHINE
WHAT'S FOR DINNER
SHINE SUPPER CLUB
VIDEO
SAVEUR
CHOW CIAO!
BLUE RIBBON HUNTER
LIFE MADE EASY
Search
Search Shine
TRENDING NOW
Natalie Wood death
Michelle Wie
Ray Allen
Kourtney Kardashian
Galaxy Tab
Kyra Sedgwick
Croque Monsieur
Quinoa Veggie Burgers
Cilantro Chicken with Peanuts

ENJOY THESE GREAT RECIPES

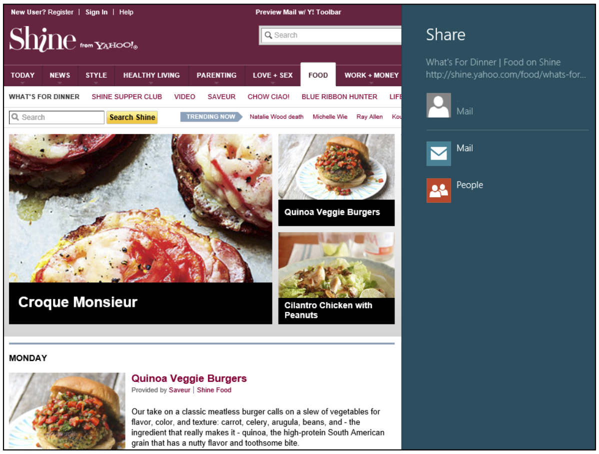
MONDAY	Quinoa Veggie Burgers
TUESDAY	Pappardelle with Chicken and Peas
WEDNESDAY	Tuna Melt
THURSDAY	Cilantro Chicken with Peanuts
FRIDAY	Steaks with Tomato Salsa
SATURDAY	Croque Monsieur
SUNDAY	Grilled Scallops with Basil Stuffing

MONDAY

Quinoa Veggie Burgers
Provided by Saveur | Shine Food

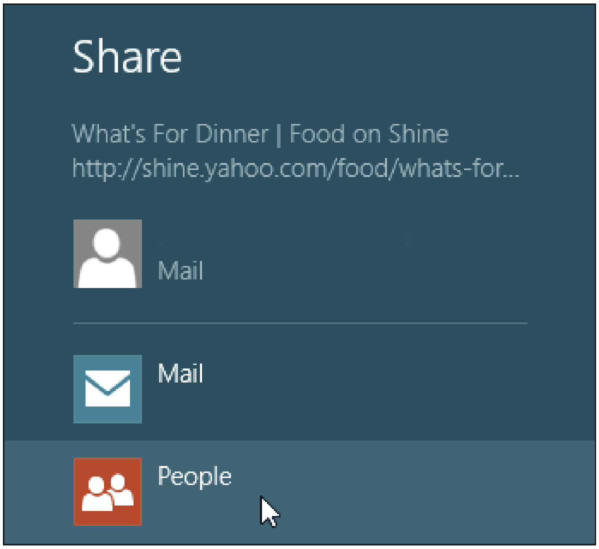
Our take on a classic meatless burger calls on a slew of vegetables for flavor, color, and texture: carrot, celery, arugula, beans, and - the ingredient that really makes it - quinoa, the high-protein South American grain that has a nutty flavor and toothsome bite.
Read More »

5 Share a web page: This task requires that you have already set up the People app. If you have not, please refer to the task "Adding Accounts to the People App." Open the Internet Explorer Windows 8 app by clicking its Start screen tile. Open a web page by typing its URL in the address bar at the bottom. For this example, you can use www.yahoo.com. At Yahoo, click a specific news story.


Shine from YAHOO!
Search Shine
Croque Monsieur
Quinoa Veggie Burgers
Cilantro Chicken with Peanuts
Share
Mail
Mail
People

What's For Dinner | Food on Shine
http://shine.yahoo.com/food/whats-for...

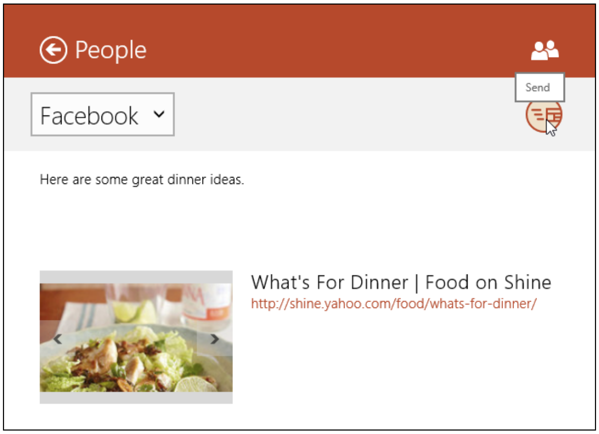
6 Share the story: Move your mouse to the lower-right hot corner to display the Charms bar. Move your mouse up the bar and click the Share charm. You should see an icon for Mail, People, and possibly other programs.



Share

What's For Dinner | Food on Shine
http://shine.yahoo.com/food/whats-for...

7 Choose the People app: Click the People icon.



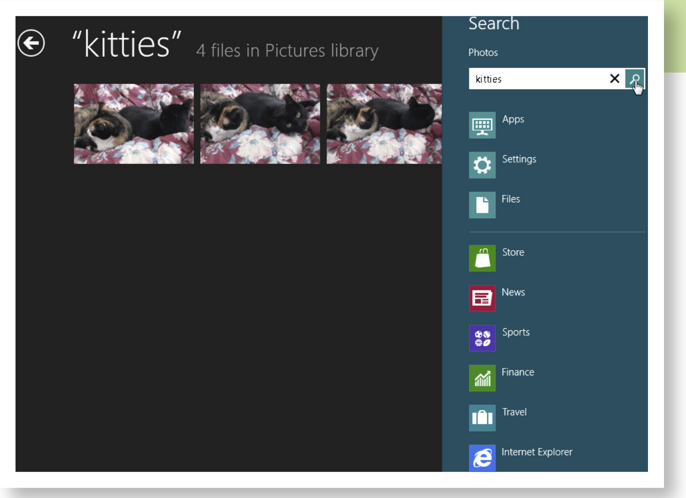
Here are some great dinner ideas.

What's For Dinner | Food on Shine
http://shine.yahoo.com/food/whats-for-dinner/

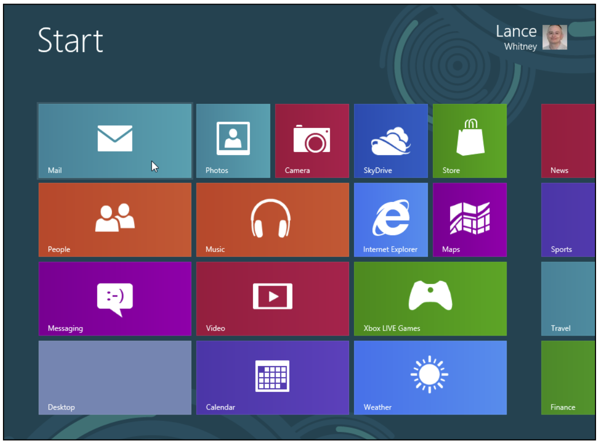
8 Share the story via a social network: The People app opens in the right pane of the screen. Click the drop-down menu to choose which social network you want to use to share this story — Facebook, Twitter, or LinkedIn. Type your message above the photo. Click the Send button.

tip You can also share content from the Maps app, SkyDrive, Windows Store, and certain third-party Windows 8 apps.

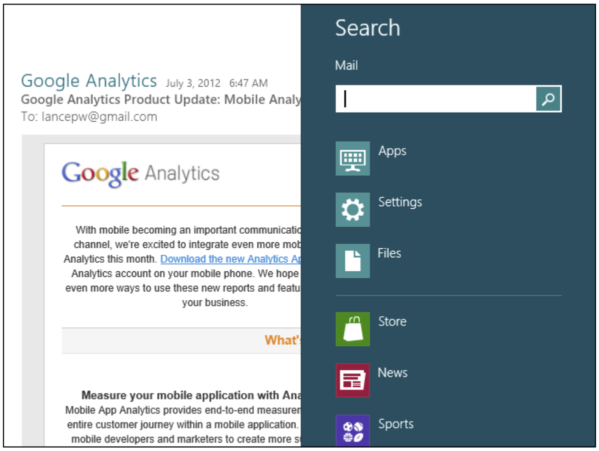
Searching for Content in a Windows 8 App


"kitties" 4 files in Pictures library
Search
Photos
kitties
Apps
Settings
Files
Store
News
Sports
Finance
Travel
Internet Explorer

Searching for content within a desktop application varies from app to app in Windows 8 just as it does in previous versions of Windows. But searching for content within a Windows 8 app uses the Search charm from the Charms bar, thereby offering a consistent approach across all Windows 8 applications. You can search within Mail, Music, Photos, Maps, Weather, and Internet Explorer using the same process. Just open the app, launch the Search charm, and type your search term. Windows displays the search results on the left pane of the screen. This task explains how to search for content within a Windows 8 app.


Start
Lance
Whitney
Mail
Photos
Camera
SkyDrive
Store
News
People
Music
Internet Explorer
Maps
Sports
Messaging
Video
Xbox LIVE Games
Travel
Desktop
Calendar
Weather
Finance

1 Open the Mail app: This example uses Mail. Open the Mail app by clicking its Start screen tile.



Google Analytics July 3, 2012 6:47 AM
Google Analytics Product Update: Mobile Analy
To: lancepw@gmail.com

Google Analytics

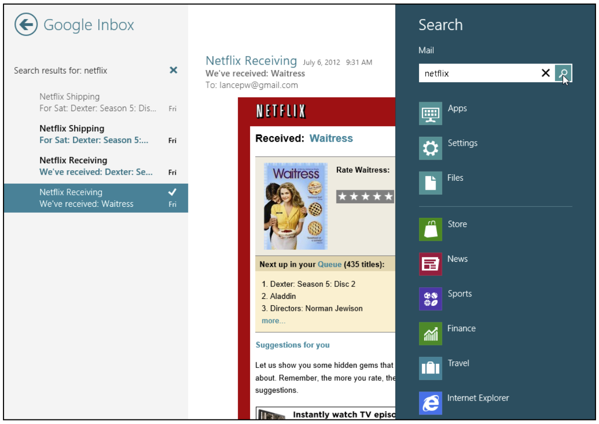
With mobile becoming an important communicatio
channel, we're excited to integrate even more mob
Analytics this month. Download the new Analytics Ap
Analytics account on your mobile phone. We hope
even more ways to use these new reports and featu
your business.

What'

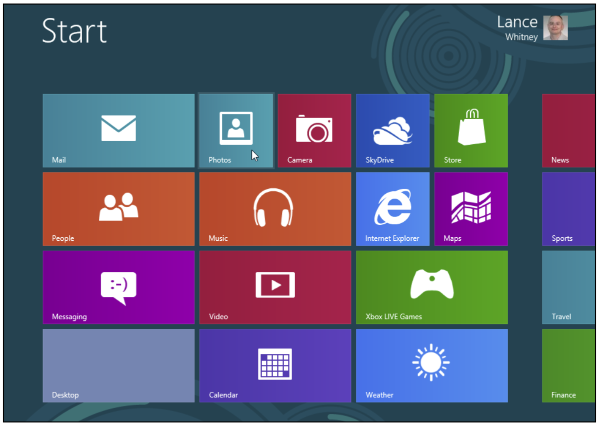
Measure your mobile application with Ana
Mobile App Analytics provides end-to-end measurem
entire customer journey within a mobile application.
mobile developers and marketers to create more s

Search
Mail
Apps
Settings
Files
Store
News
Sports

2 Search in Mail: Move your mouse to the lower-right hot corner to display the Charms bar. Move your mouse up the bar and click the Search charm. The Search bar opens with Mail selected.

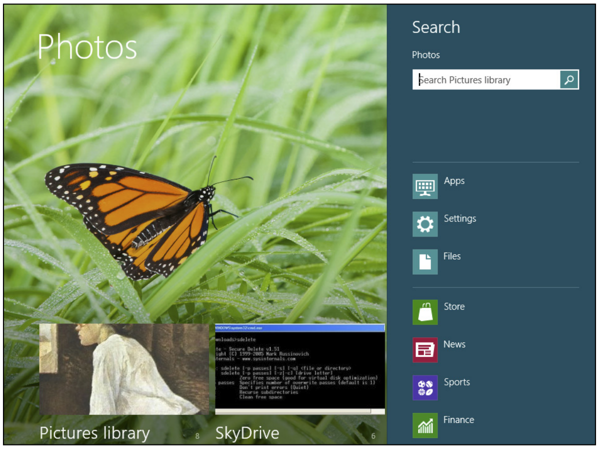

Google Inbox
Search results for: netflix
Netflix Shipping
For Sat: Dexter: Season 5: Dis...
Fri
Netflix Shipping
For Sat: Dexter: Season 5:...
Fri
Netflix Receiving
We've received: Dexter: Se...
Fri
Netflix Receiving
We've received: Waitress
Fri
Netflix Receiving July 6, 2012 9:31 AM
We've received: Waitress
To: lancepw@gmail.com
NETFLIX
Received: Waitress
Rate Waitress:
Next up in your Queue (435 titles):
1. Dexter: Season 5: Disc 2
2. Aladdin
3. Directors: Norman Jewison
more...
Suggestions for you
Instantly watch TV episo
Search
Mail
netflix
Apps
Settings
Files
Store
News
Sports
Finance
Travel
Internet Explorer

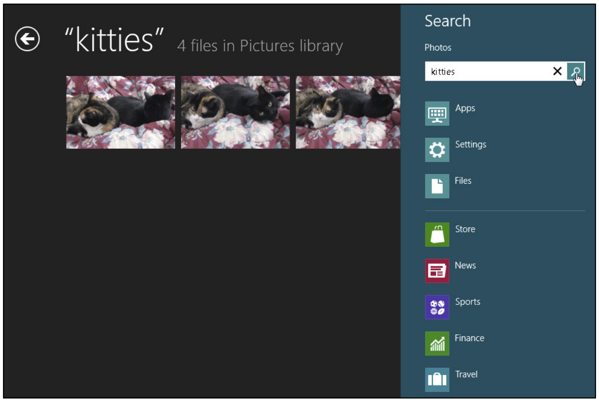
Let us show you some hidden gems that about. Remember, the more you rate, the suggestions.


Start
Lance
Whitney
Mail
Photos
Camera
SkyDrive
Store
News
People
Music
Internet Explorer
Maps
Sports
Messaging
Video
Xbox LIVE Games
Travel
Desktop
Calendar
Weather
Finance

3 Search for content: In the search field, type any text contained in the body of one of your e-mail messages. Click the Search icon. Mail displays any messages containing your search term. Return to the Start screen by pressing the Windows key.

4 Open the Photos app: Open the Photos app by clicking its Start screen tile.


Photos
Search
Photos
Search Pictures library
Apps
Settings
Files
Store
News
Sports
Finance
Pictures library
8
SkyDrive
6

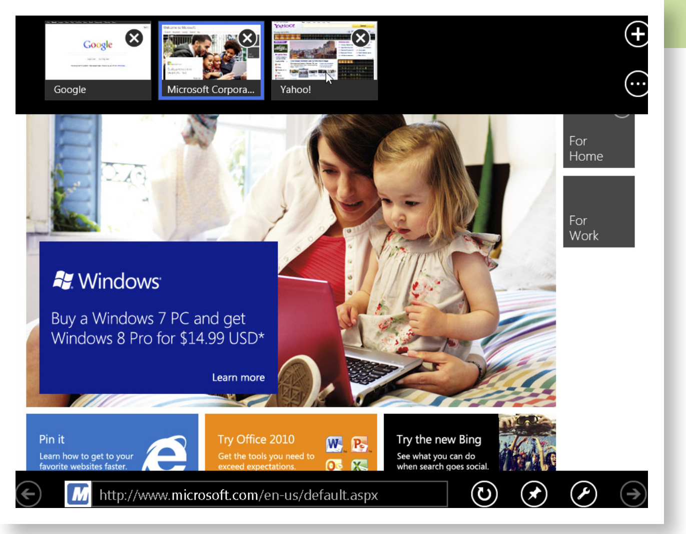

"kitties"
4 files in Pictures library
Search
Photos
kitties
Apps
Settings
Files
Store
News
Sports
Finance
Travel

5 Search in Photos: Move your mouse to the lower-right hot corner to display the Charms bar. Move your mouse up the bar and click the Search charm. The Search bar opens with Photos selected as the app and your local Pictures library as the default location in which to search.

6 Search for content: In the search field, type any part of the name of the photo or any tags that have been added to the photo. Any photos matching your search term appear in the left pane. Click on a photo to view it full screen. Return to the Start screen by pressing the Windows key.

tip You can search in a variety of other apps, including Maps, Music, People, News, Sports, Weather, and many third-party Windows 8 apps.

Surfing the Web with Windows 8 Internet Explorer


Google
Microsoft Corpora...
Yahoo!
For Home
For Work
Windows
Learn more
Pin it
Try Office 2010
Try the new Bing

Buy a Windows 7 PC and get Windows 8 Pro for $14.99 USD*

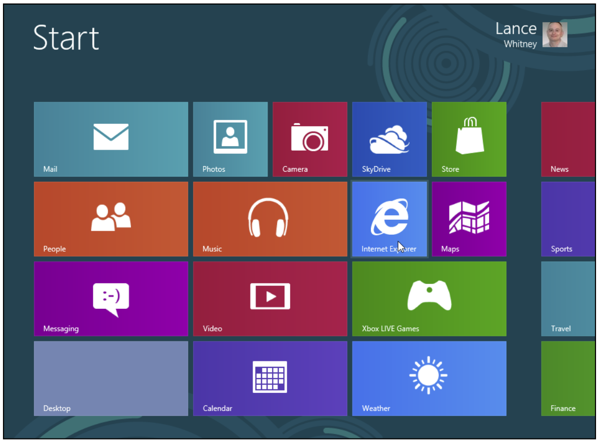
Learn how to get to your favorite websites faster.

Get the tools you need to exceed expectations.

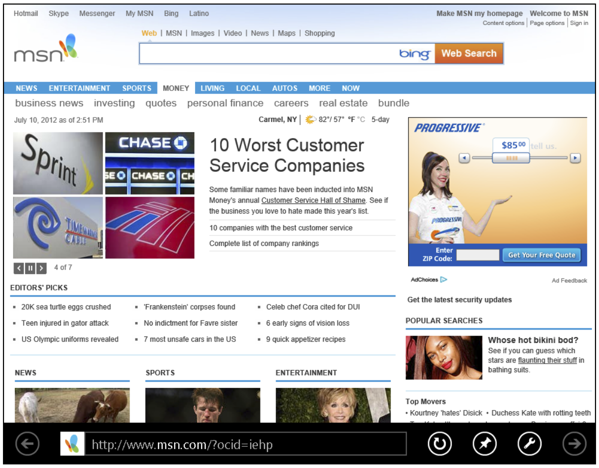
See what you can do when search goes social.

http://www.microsoft.com/en-us/default.aspx

With Windows 8, Microsoft offers two versions, or views, of Internet Explorer 10 — one that runs in the Windows 8 UI and one that runs in the standard desktop environment. The desktop version of IE is similar to the previous edition of the browser and offers more features than does the Windows 8 version. But the Windows 8 version is designed for quick and simple web surfing, offering a minimal set of controls and options, and instead putting the focus on the web page itself. With the Windows 8 version of IE, you can move back and forth between different websites, open new tabbed pages, and pin pages to the Start screen. This task explains how to surf the web using the Windows 8 version of IE.


Start
Lance
Whitney
Mail
Photos
Camera
SkyDrive
Store
News
People
Music
Internet Explorer
Maps
Sports
Messaging
Video
Xbox LIVE Games
Travel
Desktop
Calendar
Weather
Finance

1 Open Internet Explorer: Open the Windows 8 version of Internet Explorer by clicking its Start screen tile.


Hotmail
Skype
Messenger
My MSN
Bing
Latino
Make MSN my homepage
Welcome to MSN
Web | MSN | Images | Video | News | Maps | Shopping
msn
bing
Web Search
NEWS ENTERTAINMENT SPORTS MONEY LIVING LOCAL AUTOS MORE NOW
business news investing quotes personal finance careers real estate bundle
PROGRESSIVE
Get Your Free Quote
EDITORS' PICKS
POPULAR SEARCHES
NEWS
SPORTS
ENTERTAINMENT

July 10, 2012 as of 2:51 PM

10 Worst Customer Service Companies

Some familiar names have been inducted into MSN Money's annual Customer Service Hall of Shame. See if the business you love to hate made this year's list.

10 companies with the best customer service

Complete list of company rankings

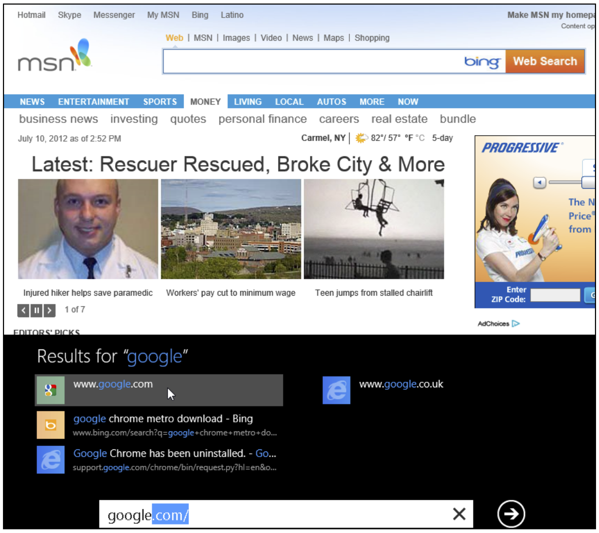
- 20K sea turtle eggs crushed
- Teen injured in gator attack
- US Olympic uniforms revealed
- 'Frankenstein' corpses found
- No indictment for Favre sister
- 7 most unsafe cars in the US
- Celeb chef Cora cited for DUI
- 6 early signs of vision loss
- 9 quick appetizer recipes

Get the latest security updates

Whose hot bikini bod? See if you can guess which stars are flaunting their stuff in bathing suits.

http://www.msn.com/?ocid=iehp

2 View your home page: Internet Explorer opens to display the default home page.


Hotmail
Skype
Messenger
My MSN
Bing
Latino
Web | MSN | Images | Video | News | Maps | Shopping
msn
bing
Web Search
NEWS ENTERTAINMENT SPORTS MONEY LIVING LOCAL AUTOS MORE NOW
business news investing quotes personal finance careers real estate bundle
PROGRESSIVE

July 10, 2012 as of 2:52 PM

Latest: Rescuer Rescued, Broke City & More

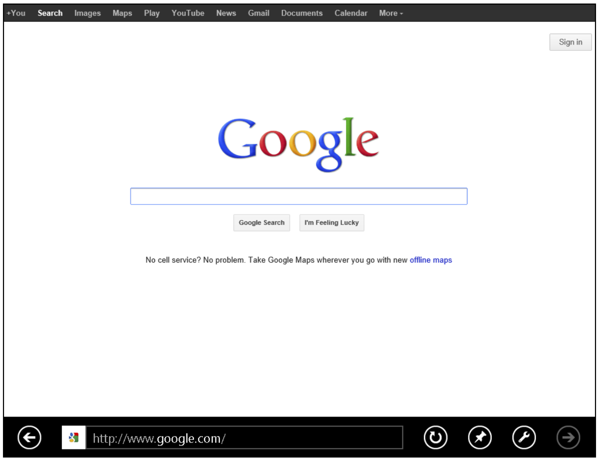
Injured hiker helps save paramedic
Workers' pay cut to minimum wage
Teen jumps from stalled chairlift

Results for "google"

www.google.com
www.google.co.uk
google chrome metro download - Bing
www.bing.com/search?q=google+chrome+metro+do...
Google Chrome has been uninstalled. - Go...
support.google.com/chrome/bin/request.py?hl=en&o...

google.com/

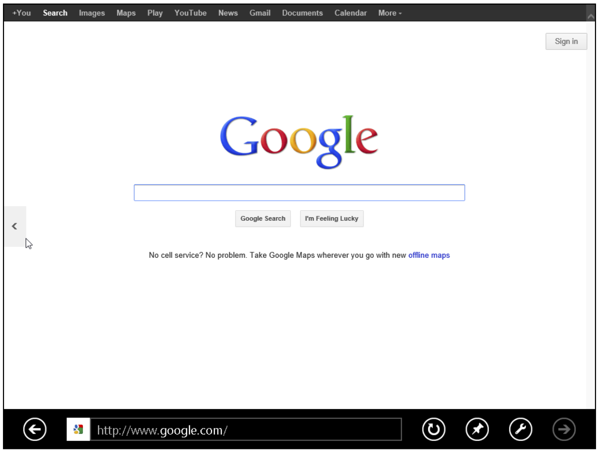
3 Enter a new address: Click in the address bar on the app bar and type the name for a new website, such as Google. Internet Explorer displays a list of suggested sites based on your entry. Click the suggestion that best matches the website you want.


+You
Search
Images
Maps
Play
YouTube
News
Gmail
Documents
Calendar
More
Sign in
Google
Google Search
I'm Feeling Lucky

No cell service? No problem. Take Google Maps wherever you go with new offline maps

http://www.google.com/

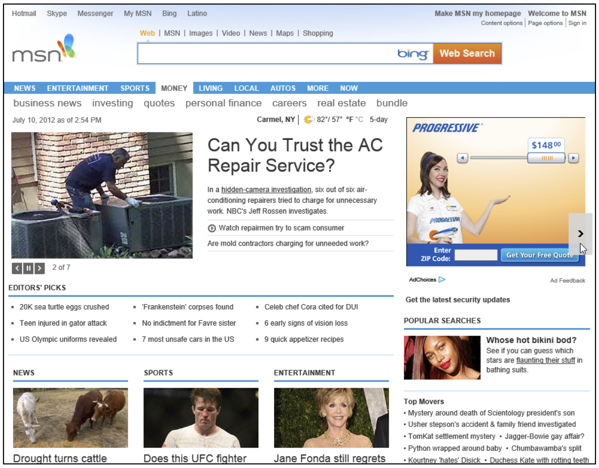
4 View new website: Internet Explorer displays the Google page.


+You
Search
Images
Maps
Play
YouTube
News
Gmail
Documents
Calendar
More
Sign in
Google
Google Search
I'm Feeling Lucky

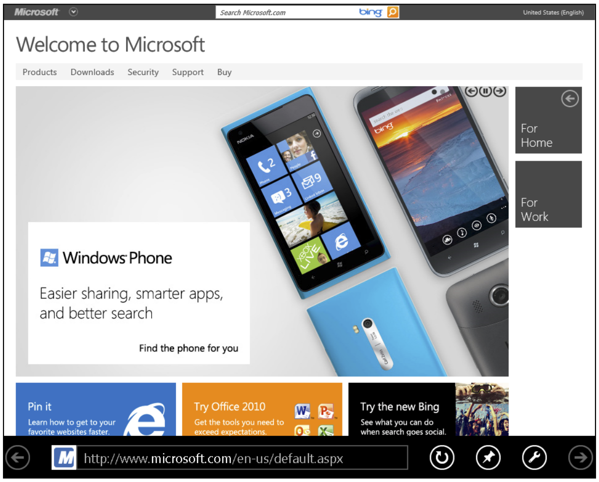
No cell service? No problem. Take Google Maps wherever you go with new offline maps

http://www.google.com/

5 Go back: Move your mouse to the left of the screen. A Back button appears in the left middle part of the screen. Click the Back button to go back to the previous page.

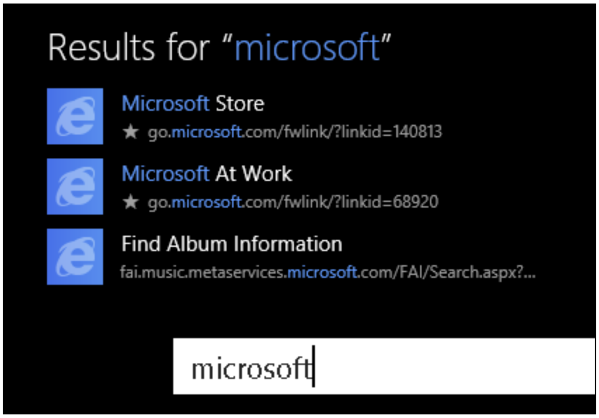

msn
bing
Web Search
NEWS ENTERTAINMENT SPORTS MONEY LIVING LOCAL AUTOS MORE NOW
business news investing quotes personal finance careers real estate bundle
Can You Trust the AC Repair Service?
PROGRESSIVE
Get Your Free Quote
EDITORS' PICKS
POPULAR SEARCHES
NEWS
SPORTS
ENTERTAINMENT
Drought turns cattle
Does this UFC fighter
Jane Fonda still regrets

6 Go forward: Move your mouse to the right of the screen. A Forward button appears in the right middle part of the screen. Click the Forward button to return to the Google page.


Microsoft
Search Microsoft.com
bing
Welcome to Microsoft
Products
Downloads
Security
Support
Buy
For Home
For Work
Windows Phone
Easier sharing, smarter apps, and better search
Find the phone for you
Pin it
Try Office 2010
Try the new Bing

http://www.microsoft.com/en-us/default.aspx

8 View new page: Microsoft's site opens in a new tab.



Results for "microsoft"

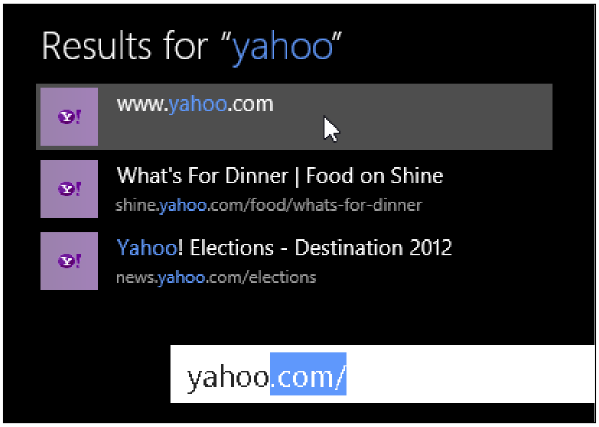
Microsoft Store
★ go.microsoft.com/fwlink/?linkid=140813

Microsoft At Work
★ go.microsoft.com/fwlink/?linkid=68920

Find Album Information
fai.music.metaservices.microsoft.com/FAI/Search.aspx?...

microsoft

7 Open a page in a new tab: Right-click on the screen to display the top bar if it no longer appears. Click the plus sign in the upper-right corner. In the address field, type the name for a new website, such as Microsoft. Internet Explorer displays a list of suggested sites based on your entry. Click the suggestion that best matches the website you want.



Results for "yahoo"

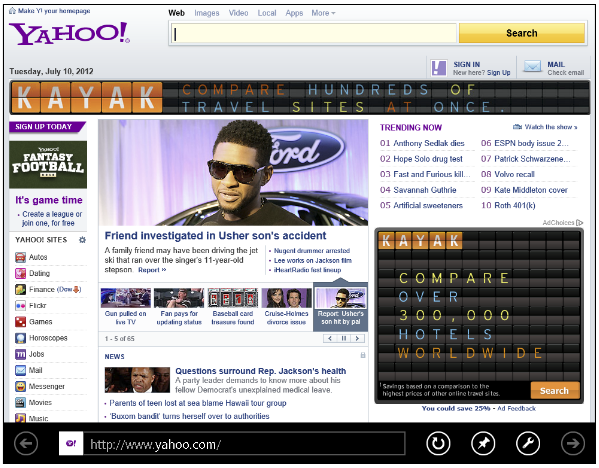
www.yahoo.com

What's For Dinner | Food on Shine
shine.yahoo.com/food/whats-for-dinner

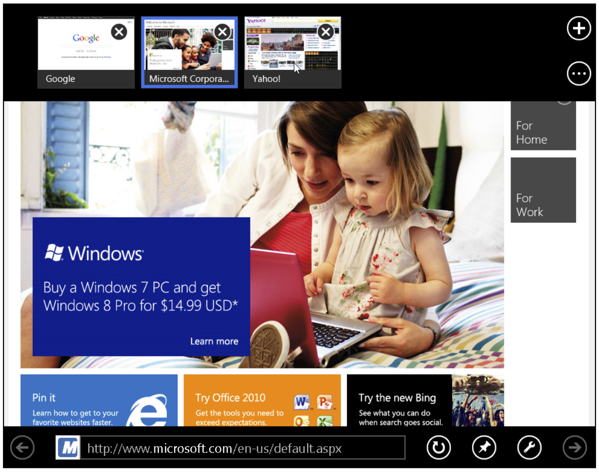
Yahoo! Elections - Destination 2012
news.yahoo.com/elections

yahoo.com/

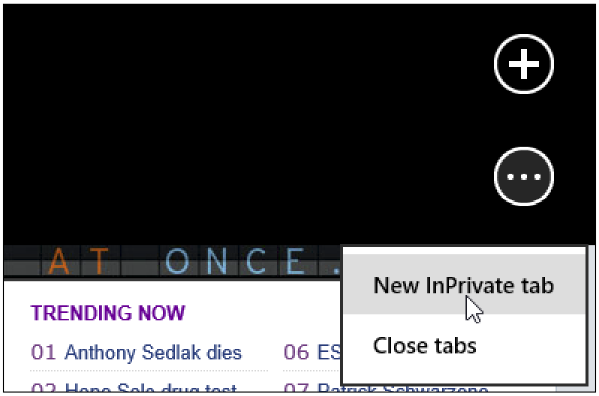
9 Open another page in a new tab: Right-click on the screen to display the top bar if it no longer appears. Click the plus sign in the upper-right corner. In the address field, type a new web page, such as Yahoo. Internet Explorer displays a list of suggested sites based on your entry. Click the suggestion that best matches the website you want.


YAHOO!
Web Images Video Local Apps More
Search
Tuesday, July 10, 2012
KAYAK COMPARE HUNDREDS OF TRAVEL SITES AT ONCE.
TRENDING NOW
Friend investigated in Usher son's accident
Questions surround Rep. Jackson's health
http://www.yahoo.com/

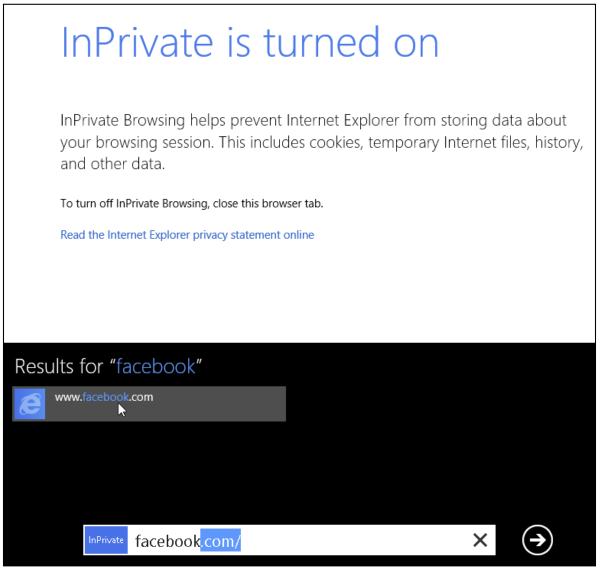
10 View new page: Yahoo's site opens in a new tab.


Google
Microsoft Corpora...
Yahoo!
For Home
For Work
Windows
Buy a Windows 7 PC and get Windows 8 Pro for $14.99 USD*
Learn more
Pin it
Try Office 2010
Try the new Bing
http://www.microsoft.com/en-us/default.aspx

11 Switch between tabbed pages: Right-click on the screen to display the top bar if it no longer appears. Internet Explorer displays thumbnails for all open sites. Click on the Google thumbnail to return to the Google page. Right-click on the screen again. Click on the Microsoft thumbnail to return to Microsoft. Right-click on the screen once more. Click the Yahoo page to return to Yahoo.


AT ONCE.
TRENDING NOW
01 Anthony Sedlak dies
06 ES
New InPrivate tab
Close tabs

12 Open page using InPrivate browsing: Right-click on the screen to display the top bar again. Click the icon with the three dots. Select the New InPrivate tab option.



InPrivate is turned on

InPrivate Browsing helps prevent Internet Explorer from storing data about your browsing session. This includes cookies, temporary Internet files, history, and other data.

To turn off InPrivate Browsing, close this browser tab.

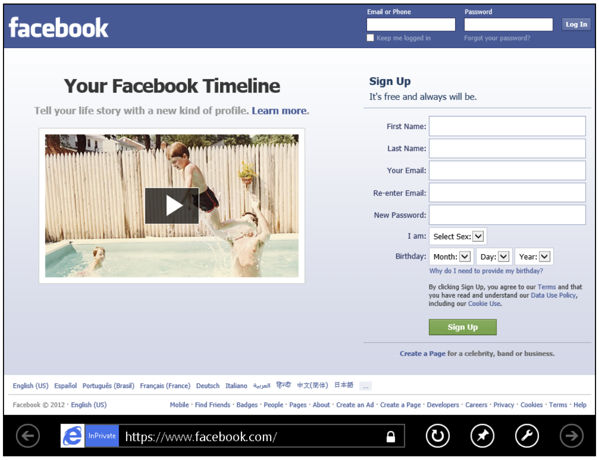
Read the Internet Explorer privacy statement online

Results for "facebook"

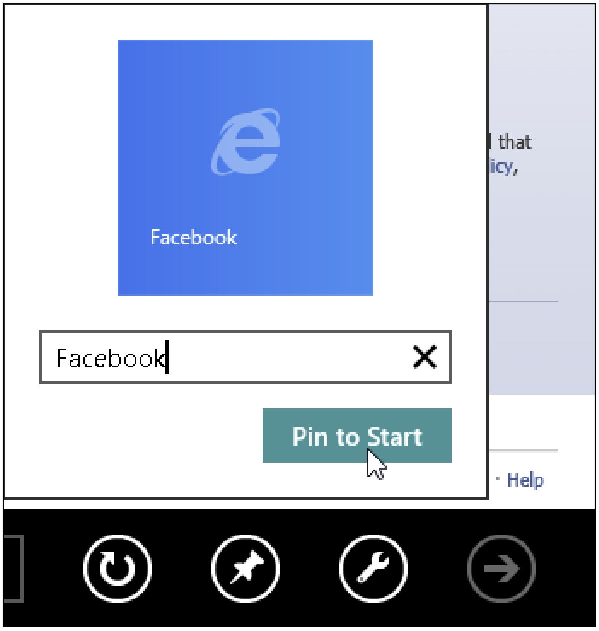
www.facebook.com

InPrivate
facebook.com/

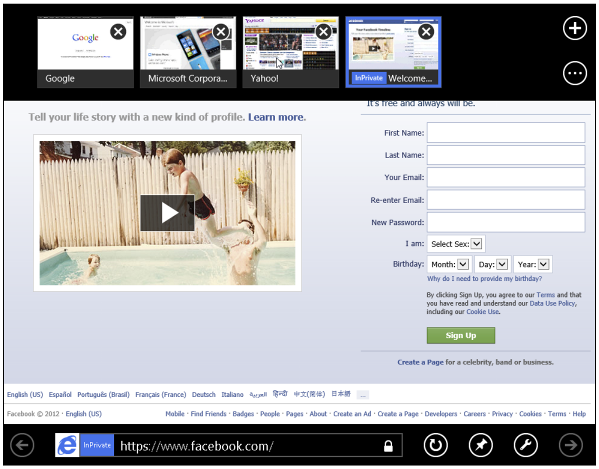
13 View InPrivate page: A page opens to explain the purpose of InPrivate browsing. In the address field, type the name of another website, such as Facebook.


facebook
Email or Phone
Password
Log In
Keep me logged in
Forgot your password?
Your Facebook Timeline
Tell your life story with a new kind of profile. Learn more.
Sign Up
It's free and always will be.
First Name:
Last Name:
Your Email:
Re-enter Email:
New Password:
I am: Select Sex:
Birthday: Month: Day: Year:
Why do I need to provide my birthday?
By clicking Sign Up, you agree to our Terms and that you have read and understand our Data Use Policy, including our Cookie Use.
Sign Up
Create a Page for a celebrity, band or business.
Facebook © 2012 · English (US)
InPrivate
https://www.facebook.com/

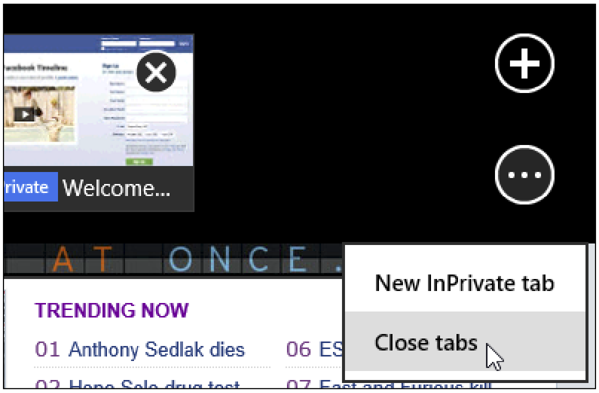
14 View Facebook: The Facebook site opens in an InPrivate tab.


Facebook
Facebook
Pin to Start
that
icy,
· Help

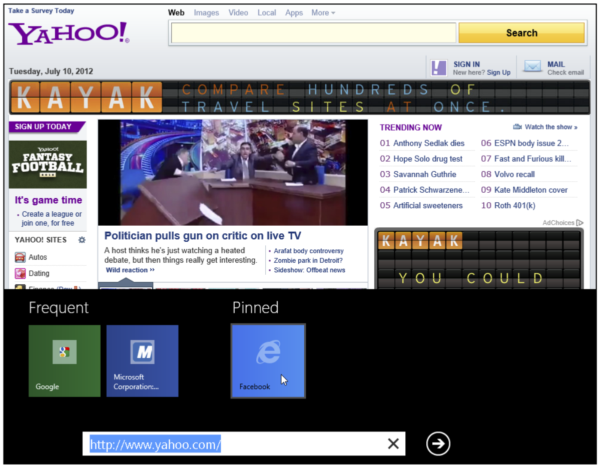
15 Pin a site to the Start screen: Right-click on the screen to display the app bar. From the app bar, click Pin to Start. Change the name of the tile to just Facebook and click Pin to Start. Facebook now appears as a tile on your Start screen and as a Pinned site when you click in the address bar in IE.


Google
Microsoft Corpora...
Yahoo!
InPrivate Welcome...
Tell your life story with a new kind of profile. Learn more.
It's free and always will be.
Sign Up
Create a Page for a celebrity, band or business.
InPrivate
https://www.facebook.com/

16 Return to Yahoo: Right-click anywhere on the screen to display the top bar. Click the tab for Yahoo.


rivate
Welcome...
AT ONCE
TRENDING NOW
01 Anthony Sedlak dies
06 ES
New InPrivate tab
Close tabs

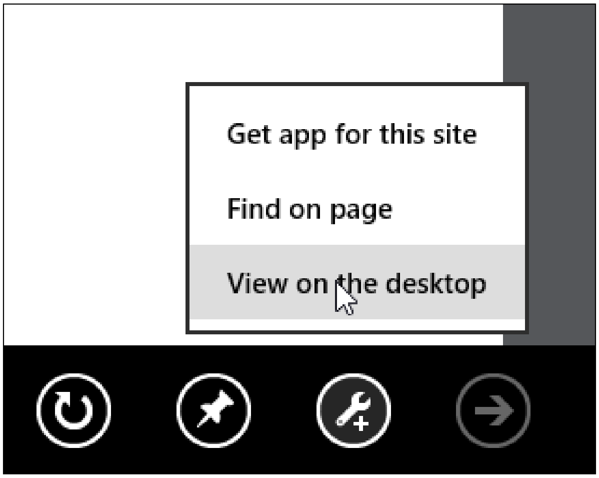
17 Close all pages: Right-click again. Click the icon with the three dots. Select the Close tabs option. All pages are closed except your current one.


Frequent
Pinned
Google
Microsoft Corporation:...
Facebook
http://www.yahoo.com/

18 Open a pinned site: Click in the address bar. Click the Pinned entry for Facebook to return to Facebook.

tip To delete your browsing history and set other options, open the Charms bar, click the Settings charm, and select the link for Internet options.

tip To share your current web page by e-mail or instant messaging, open the Charms bar and click the Share charm.

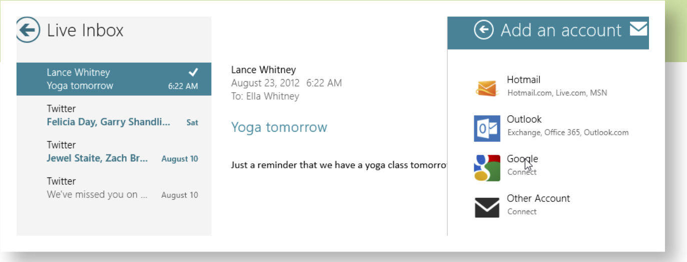

Get app for this site
Find on page
View on the desktop

19 View page in Desktop version of IE: Right-click to display the app bar. From the app bar, click the wrench icon. Select the View on the desktop option. The page opens in the desktop version of Internet Explorer.

tip You can sort the website tiles on the Start screen but not in Internet Explorer itself.

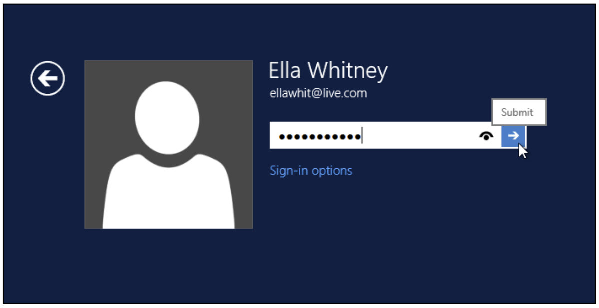
tip To print your current web page, open the Charms bar, click the Share charm, and select your printer.

Adding Accounts to the Mail App

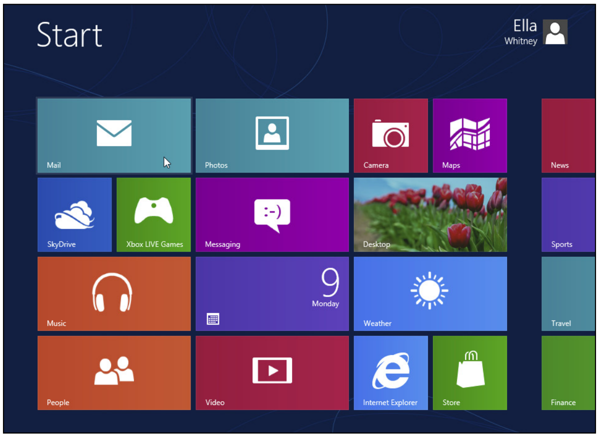

Live Inbox
Lance Whitney
Yoga tomorrow
6:22 AM
Twitter
Felicia Day, Garry Shandli...
Sat
Twitter
Jewel Staite, Zach Br...
August 10
Twitter
We've missed you on ...
August 10
Lance Whitney
August 23, 2012 6:22 AM
To: Ella Whitney
Yoga tomorrow
Add an account
Hotmail
Hotmail.com, Live.com, MSN
Outlook
Exchange, Office 365, Outlook.com
Google
Connect
Other Account
Connect

Just a reminder that we have a yoga class tomorro

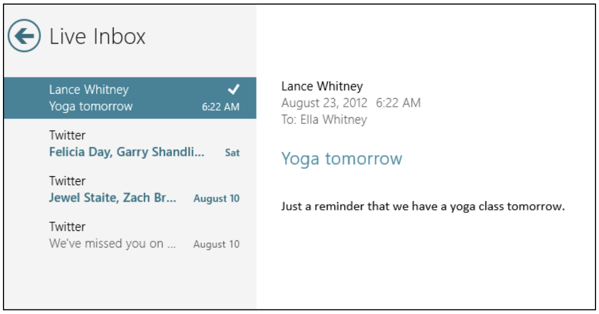
Mail is a basic e-mail app that lets you send and receive messages for your various online accounts. At the time of this writing, the app supports Windows Live/Hotmail, Outlook, and Google. It also support IMAP for incoming mail. Microsoft may provide support for more accounts, such as POP3, in the final release of Windows 8. If you have accounts at multiple services, you can set up access to all of them and then choose the account you want to use after launching Mail. If you log in with a Microsoft account, then you may already have access to Windows Live/Hotmail by default, but you do have to manually add your other e-mail accounts. This task explains how to set up Mail with your various online accounts.


Ella Whitney
ellawhit@live.com
Submit
Sign-in options

1 Log in: Log in with your Microsoft account.


Start
Ella
Whitney
Mail
Photos
Camera
Maps
News
SkyDrive
Xbox LIVE Games
Messaging
Desktop
Sports
Music
9
Monday
Weather
Travel
People
Video
Internet Explorer
Store
Finance

2 Open Mail: Open the Mail app from its Start screen tile.



Lance Whitney
Yoga tomorrow 6:22 AM

Twitter
Felicia Day, Garry Shandli... Sat

Twitter
Jewel Staite, Zach Br... August 10

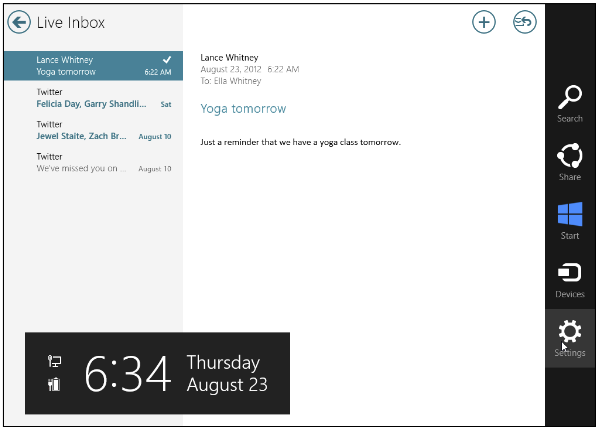
Twitter
We've missed you on ... August 10

Lance Whitney
August 23, 2012 6:22 AM
To: Ella Whitney

Yoga tomorrow

Just a reminder that we have a yoga class tomorrow.

3 View existing mail: You should already see e-mail from your Live account if you logged in with your Microsoft account.


Live Inbox
Search
Share
Start
Devices
Settings
6:34
Thursday
August 23

Lance Whitney
Yoga tomorrow 6:22 AM

Twitter
Felicia Day, Garry Shandli... Sat

Twitter
Jewel Staite, Zach Br... August 10

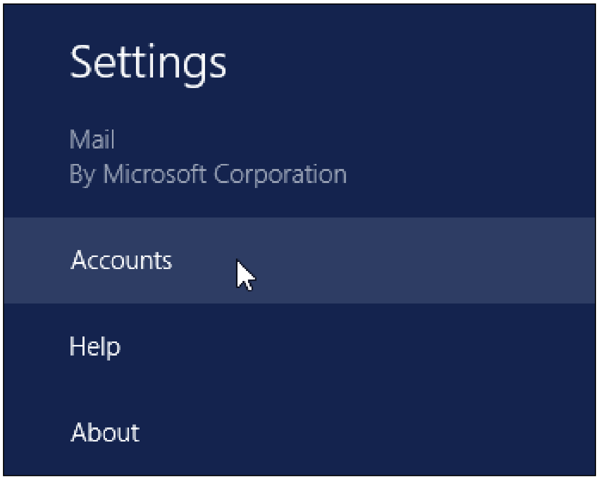
Twitter
We've missed you on ... August 10

Lance Whitney
August 23, 2012 6:22 AM
To: Ella Whitney

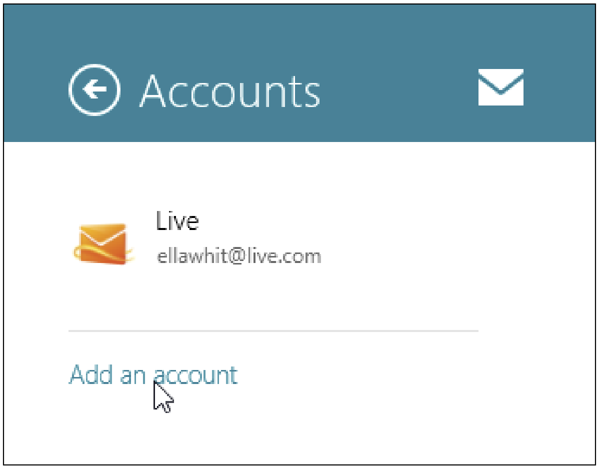
Yoga tomorrow

Just a reminder that we have a yoga class tomorrow.

4 Open Settings charm: Move your mouse to the lower-right hot corner to display the Charms bar. Click the Settings charm.

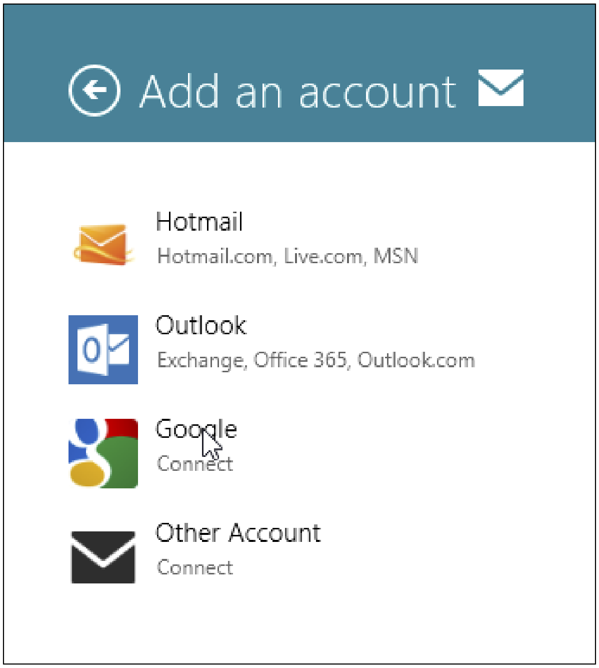

Settings
Mail
By Microsoft Corporation
Accounts
Help
About

5 Open accounts: In the Settings pane, click Accounts.

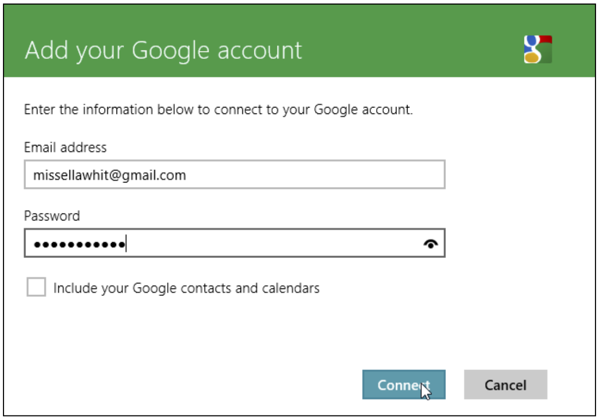

Accounts
Live
ellawhit@live.com
Add an account

6 Add an account: From the Accounts bar, click the Add an account link.

tip The Mail, People, and Calendar apps are connected, so if you add an account in one, it is automatically added to the other two.


Add an account
Hotmail
Hotmail.com, Live.com, MSN
Outlook
Exchange, Office 365, Outlook.com
Google
Connect
Other Account
Connect

7 Add new account: A list of e-mail services appears, including Hotmail, Outlook, Google, and an option for other accounts. This example uses Google. If you have a Google (Gmail) account, click the entry for Google.


Add your Google account

Enter the information below to connect to your Google account.

Email address: missellawhit@gmail.com

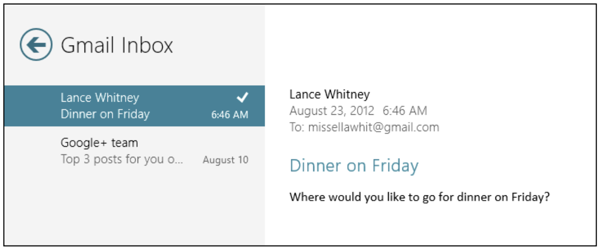
Password: ●●●●●●●●●●●●

☐ Include your Google contacts and calendars

Connect
Cancel

8 Add your Google account: Type the e-mail address and password for your Google account. You can also select the option to include your Google contacts and calendars. Click Connect.

tip You can add an IMAP account by choosing the Other Account option in the Add an account pane.


Gmail Inbox

Lance Whitney
Dinner on Friday 6:46 AM

Google+ team
Top 3 posts for you o... August 10

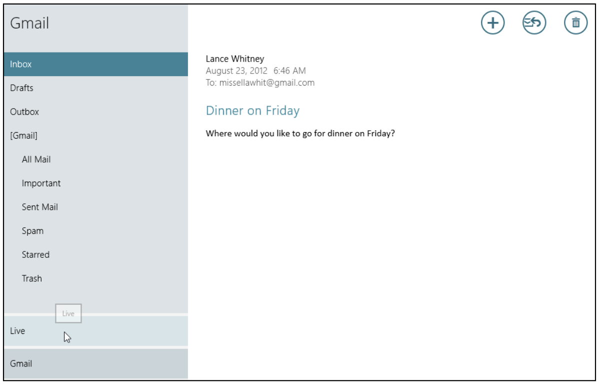
Lance Whitney
August 23, 2012 6:46 AM
To: missellawhit@gmail.com

Dinner on Friday

Where would you like to go for dinner on Friday?

9 View your Google account: Your Google (Gmail) messages appear.

tip At the time of this writing, Mail does not support POP3 accounts.


Gmail
Inbox
Drafts
Outbox
[Gmail]
All Mail
Important
Sent Mail
Spam
Starred
Trash
Live
Live
Gmail

Lance Whitney
August 23, 2012 6:46 AM
To: missellawhit@gmail.com

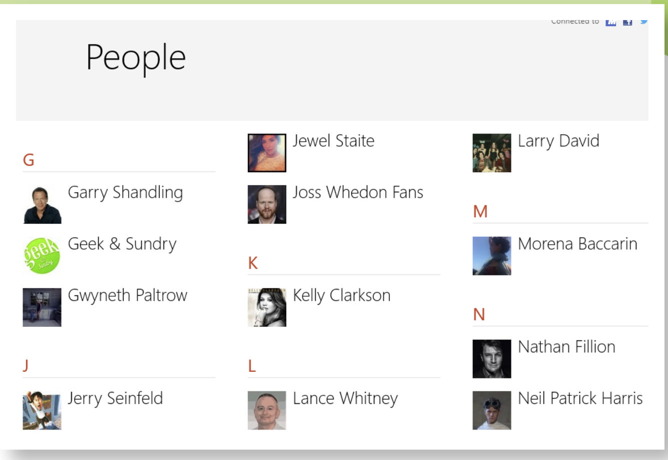
Dinner on Friday

Where would you like to go for dinner on Friday?

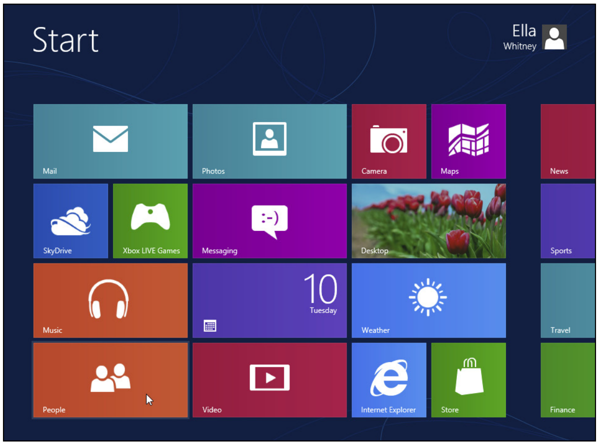
10 View all your mailboxes: Click the back button in front of Gmail Inbox to move back to a view of all your mailboxes. Click the folder for Live to see the e-mail for your Live account.

tip At the time of this writing, Microsoft plans to to phase out Hotmail in favor of Outlook.com.

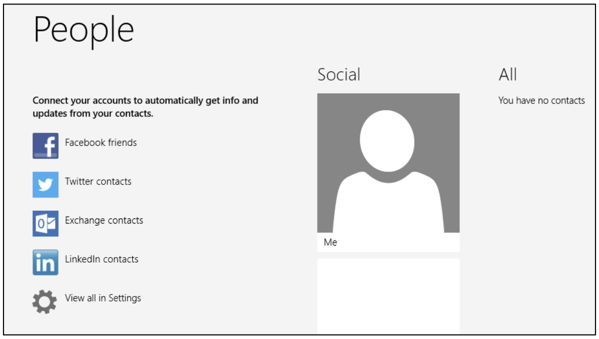
Adding Accounts to the People App


People
Connected to
G
Garry Shandling
Geek & Sundry
Gwyneth Paltrow
J
Jerry Seinfeld
Jewel Staite
Joss Whedon Fans
K
Kelly Clarkson
L
Lance Whitney
Larry David
M
Morena Baccarin
N
Nathan Fillion
Neil Patrick Harris

The People app lets you connect to various social networks and display the accounts of your friends and followers. Though this app, you can connect to Facebook, Twitter, LinkedIn, Outlook, and Google. After you set up access to your various accounts, you can view the individual profiles of all your friends and other contacts. You can also contact them via the various social networks, view their locations, and access their full profiles on Facebook, LinkedIn, and other networks. The People app essentially acts as a one-stop shop for viewing and communicating with all of your social network contacts. This task explains how to set up various accounts in the People app.


Start
Ella
Whitney
Mail
Photos
Camera
Maps
News
SkyDrive
Xbox LIVE Games
Messaging
Desktop
Sports
Music
10
Tuesday
Weather
Travel
People
Video
Internet Explorer
Store
Finance

1 Open People app: Open the People app by clicking its Start screen tile.

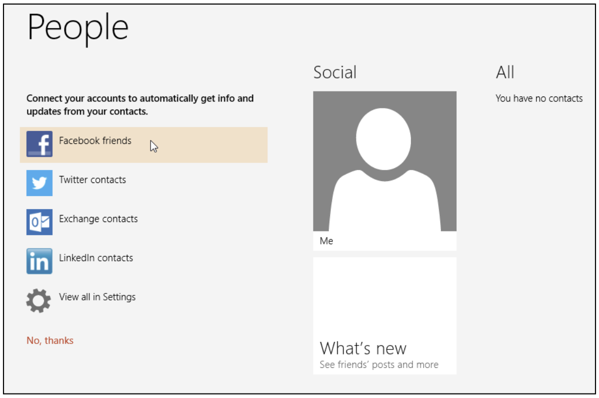

People
Social
All

Connect your accounts to automatically get info and updates from your contacts.

Facebook friends
Twitter contacts
Exchange contacts
LinkedIn contacts
View all in Settings
Me

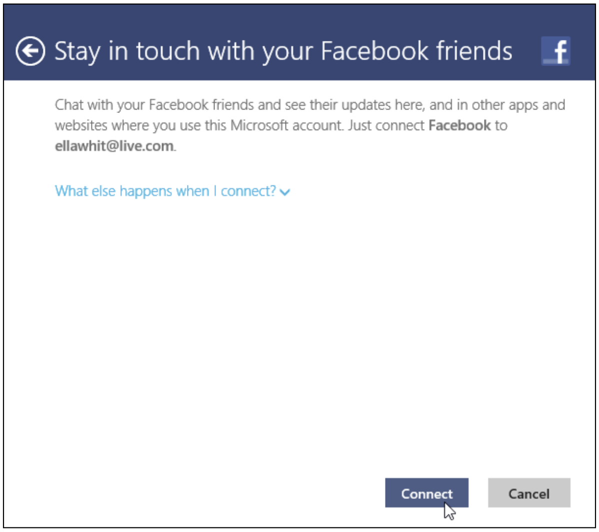
You have no contacts

2 View app: The People app opens, displaying options to connect to your Facebook friends, Twitter contacts, Exchange contacts, and LinkedIn contacts.


People
Social
All
You have no contacts
Facebook friends
Twitter contacts
Exchange contacts
LinkedIn contacts
View all in Settings
No, thanks
Me
What's new
See friends' posts and more

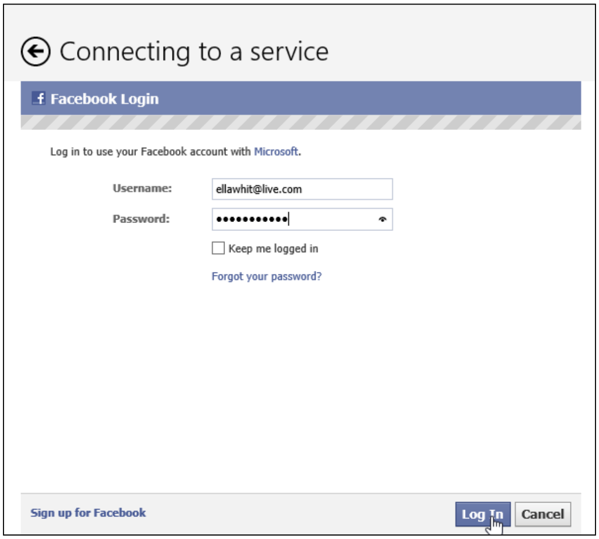
Connect your accounts to automatically get info and updates from your contacts.

3 Add your Facebook account: Click Facebook friends to connect to your Facebook account.


Stay in touch with your Facebook friends
What else happens when I connect?
Connect
Cancel

Chat with your Facebook friends and see their updates here, and in other apps and websites where you use this Microsoft account. Just connect **Facebook** to **ellawhit@live.com**.

4 Connect to Facebook: A Stay in touch with your Facebook friends screen appears. Click Connect.


Connecting to a service
Facebook Login
Forgot your password?
Sign up for Facebook
Log In
Cancel

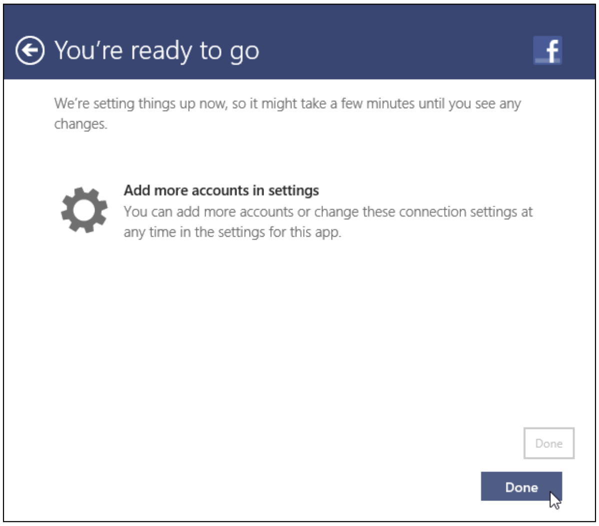
Log in to use your Facebook account with Microsoft.

Username: ellawhit@live.com

Password: ●●●●●●●●●●●

☐ Keep me logged in

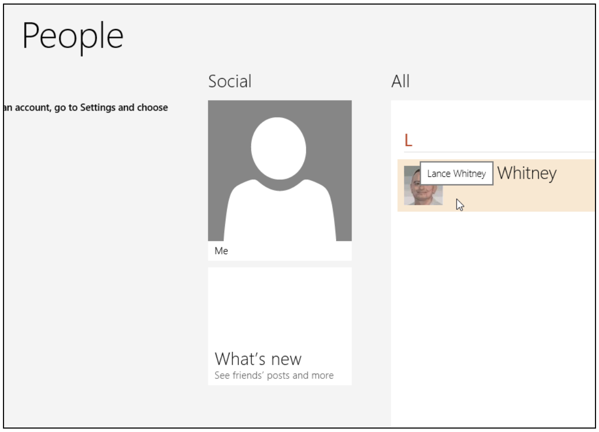
5 Connect to service: At the Connecting to a service screen, type the e-mail address and password for your Facebook account. Click Log In.


You're ready to go
Done
Done

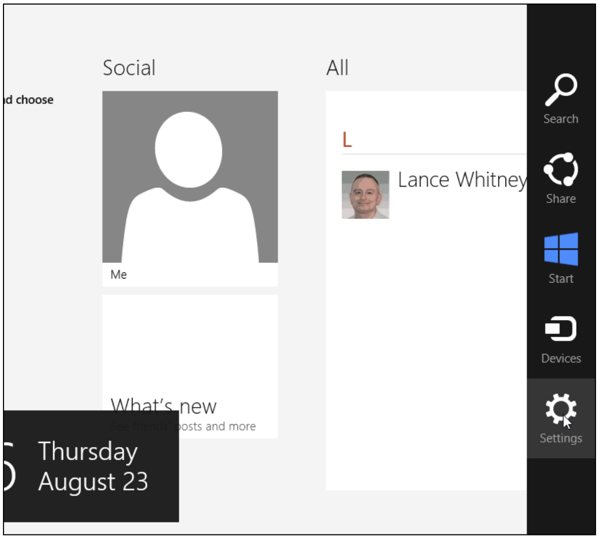
We're setting things up now, so it might take a few minutes until you see any changes.

Add more accounts in settings
You can add more accounts or change these connection settings at any time in the settings for this app.

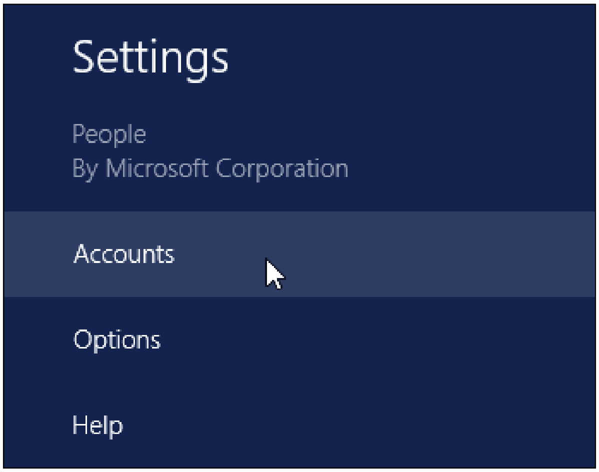
6 Ready to go: At the next screen, click Done.


People
Social
All
n account, go to Settings and choose
Me
What's new
See friends' posts and more
L
Lance Whitney
Whitney

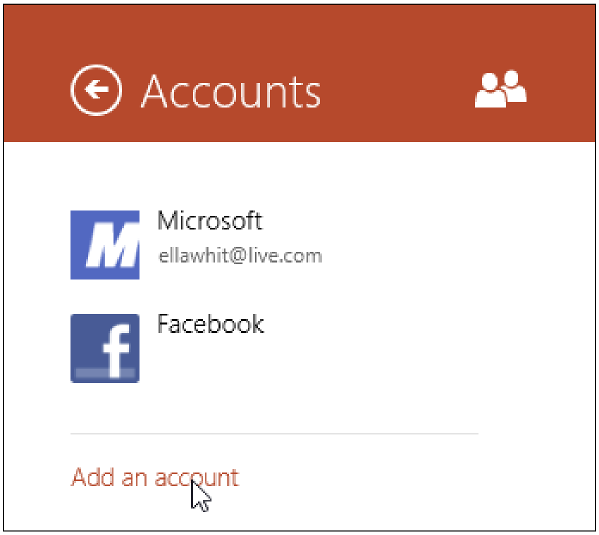
7 View Facebook friends: Under the All section, your Facebook friends appear.


Social
All
d choose
Me
What's new
osts and more
L
Lance Whitney
Search
Share
Start
Devices
Settings
Thursday
August 23

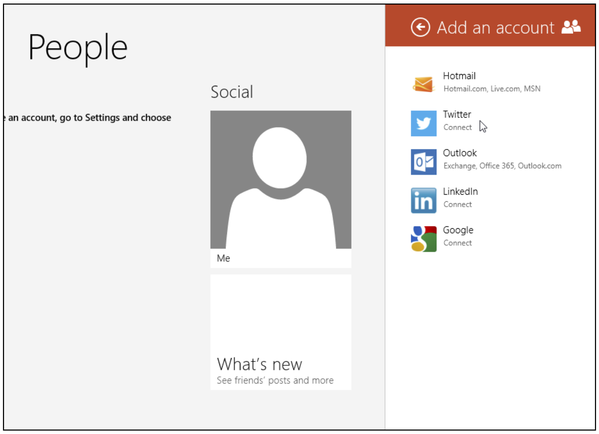
8 Add another account: Hover your mouse in the lower-right hot corner to display the Charms bar and click the Settings charm.


Settings
People
By Microsoft Corporation
Accounts
Options
Help

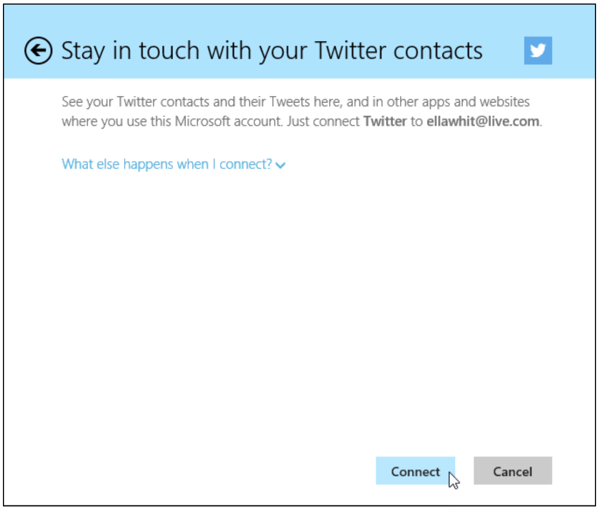
9 Access the Accounts page: From the Settings pane, click the Accounts link.


Accounts
Microsoft
ellawhit@live.com
Facebook
Add an account

10 Add the account: From the Accounts page, click the Add an account link.


People
Social
an account, go to Settings and choose
Me
What's new
See friends' posts and more
Add an account
Hotmail
Hotmail.com, Live.com, MSN
Twitter
Connect
Outlook
Exchange, Office 365, Outlook.com
LinkedIn
Connect
Google
Connect

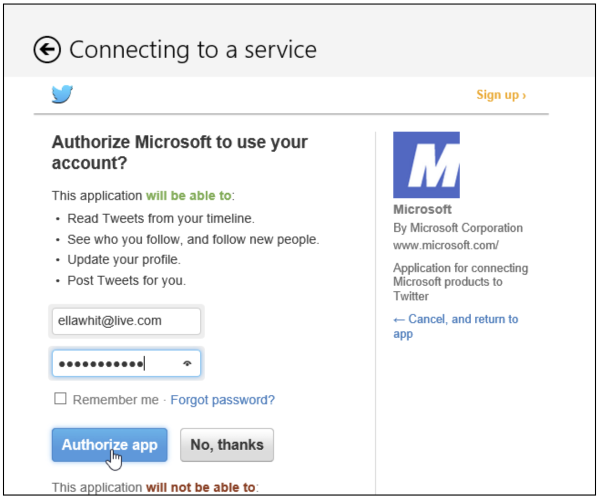
11 Add Twitter: From the Add an account pane, click Twitter, assuming you have a Twitter account.


Stay in touch with your Twitter contacts

See your Twitter contacts and their Tweets here, and in other apps and websites where you use this Microsoft account. Just connect **Twitter** to **ellawhit@live.com**.

What else happens when I connect?
Connect
Cancel

12 Connect to Twitter: A Stay in touch with your Twitter contacts screen appears. Click Connect.


Connecting to a service

Authorize Microsoft to use your account?

This application **will be able to**:

- Read Tweets from your timeline.
- See who you follow, and follow new people.
- Update your profile.
- Post Tweets for you.

ellawhit@live.com

••••••••••••

☐ Remember me · Forgot password?

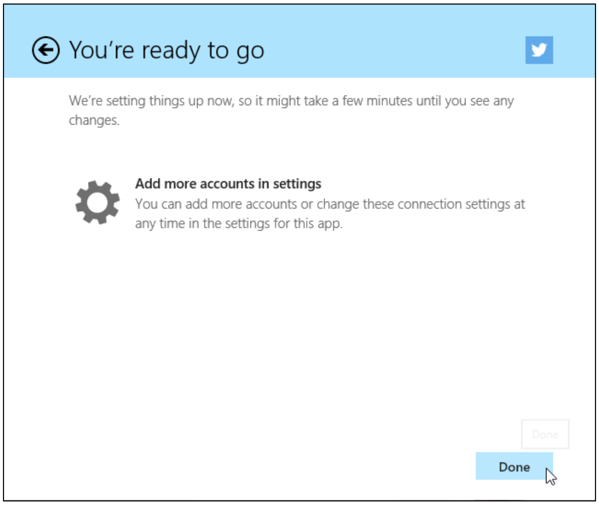
This application **will not be able to**:

Microsoft
By Microsoft Corporation
www.microsoft.com/

Application for connecting Microsoft products to Twitter

Sign up ›
Authorize app
No, thanks
← Cancel, and return to app

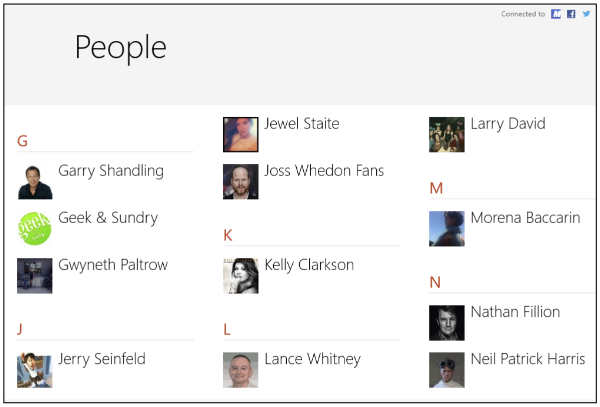
13 Connect to service: At the Connecting to a service screen, type the username or e-mail address and password for your Twitter account. Click Authorize app.


You're ready to go

We're setting things up now, so it might take a few minutes until you see any changes.

Add more accounts in settings
You can add more accounts or change these connection settings at any time in the settings for this app.

14 Ready to go: At the You're ready to go screen, click Done.


Connected to
People
G
Garry Shandling
Geek & Sundry
Gwyneth Paltrow
J
Jerry Seinfeld
Jewel Staite
Joss Whedon Fans
K
Kelly Clarkson
L
Lance Whitney
Larry David
M
Morena Baccarin
N
Nathan Fillion
Neil Patrick Harris

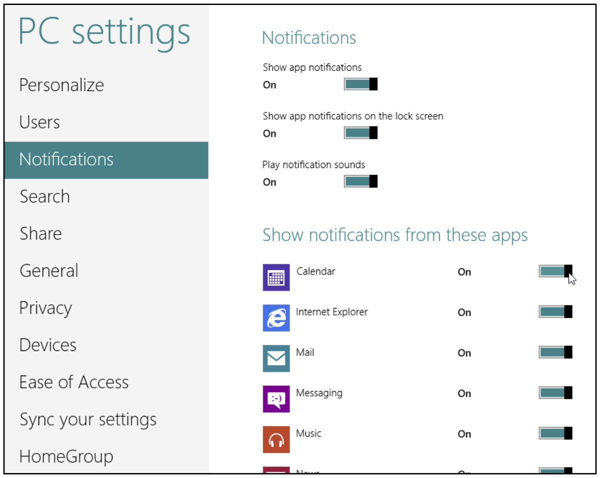
15 View people: The People section now displays all of the Facebook friends and Twitter accounts that you follow. You can click a specific account to view the account details and see a list of recent messages or tweets.

tip At the time of this writing, Microsoft plans to to phase out Hotmail in favor of Outlook.com.

tip The Mail, People, and Calendar apps are connected, so if you add an account in one, it is automatically added to the other two.

Quick Fixes

Customizing Your Notifications


PC settings
Personalize
Users
Notifications
Search
Share
General
Privacy
Devices
Ease of Access
Sync your settings
HomeGroup

Notifications

Show app notifications
On

Show app notifications on the lock screen
On

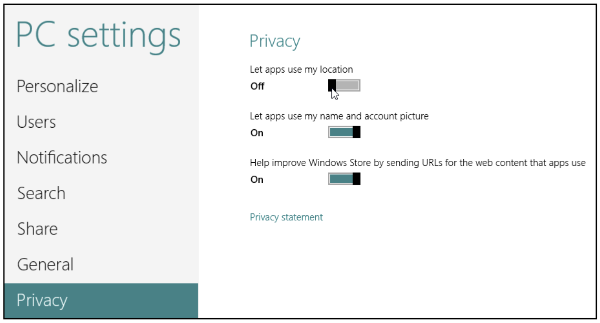
Play notification sounds
On

Show notifications from these apps

Calendar	On
Internet Explorer	On
Mail	On
Messaging	On
Music	On

From the Start screen, type the word **notifications**. Click Settings. From the search results on the left pane, click Notifications setting. From the Notifications screen, choose whether to turn app notifications on or off, turn app notifications on the lock screen on or off, and turn notification sounds on or off. You can also choose which apps should display notifications.

Controlling Your Privacy Options


PC settings
Personalize
Users
Notifications
Search
Share
General
Privacy

Privacy

Let apps use my location
Off

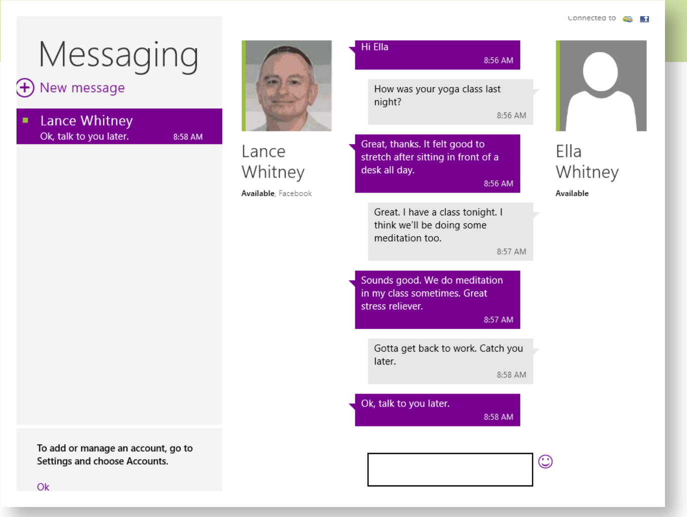
Let apps use my name and account picture
On

Help improve Windows Store by sending URLs for the web content that apps use
On

Privacy statement

From the Start screen, type the word **privacy**. Click Settings. In the search results on the left pane, click Privacy. In the Privacy screen, you can turn the following options on or off: Let apps use my location, Let apps use my name and account picture, and Help improve Windows Store by sending URLs for the web content that apps use.

Contacting People via the People App



Connected to
Messaging
New message
Lance Whitney
Ok, talk to you later. 8:58 AM
Lance Whitney
Available, Facebook
Ella Whitney
Available
To add or manage an account, go to Settings and choose Accounts.
Ok

Hi Ella 8:56 AM

How was your yoga class last night? 8:56 AM

Great, thanks. It felt good to stretch after sitting in front of a desk all day. 8:56 AM

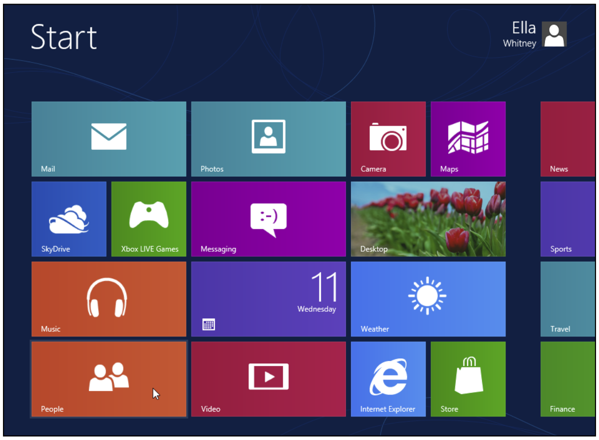
Great. I have a class tonight. I think we'll be doing some meditation too. 8:57 AM

Sounds good. We do meditation in my class sometimes. Great stress reliever. 8:57 AM

Gotta get back to work. Catch you later. 8:58 AM

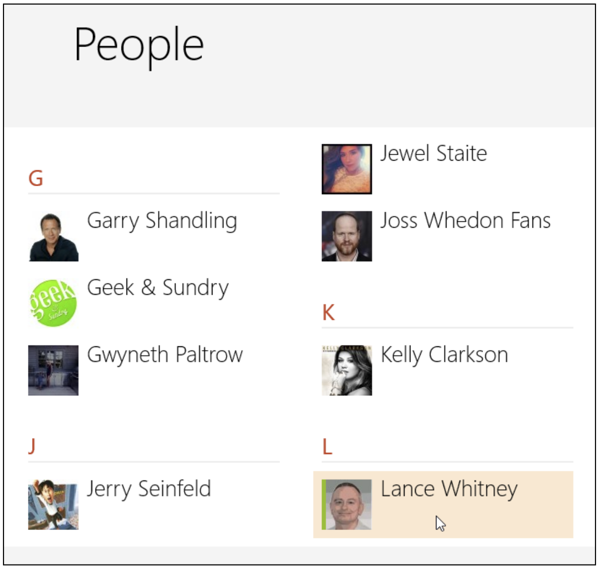
Ok, talk to you later. 8:58 AM

The People app lets you connect to various social networks and display the accounts of your friends and followers. You can connect with people on Facebook, Twitter, LinkedIn, Google, Hotmail, and Microsoft Exchange. After you set up access to your various accounts, you can view the individual profiles of all your friends and other contacts. You can also contact them through the People app, either through e-mail or through instant messaging, by tapping into the Mail and the Messaging apps that come with Windows 8. If you have not already set up some accounts through the People app, you do so by following the steps in the task "Adding Accounts to the People App." This task explains how to send someone a message and chat with that person through the People app.

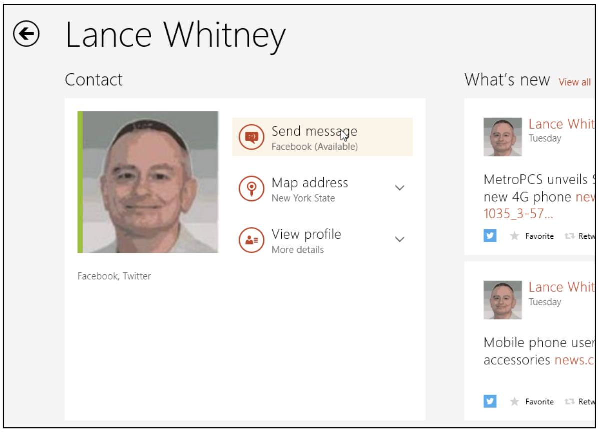


Start
Ella
Whitney
Mail
Photos
Camera
Maps
News
SkyDrive
Xbox LIVE Games
Messaging
Desktop
Sports
Music
11
Wednesday
Weather
Travel
People
Video
Internet Explorer
Store
Finance

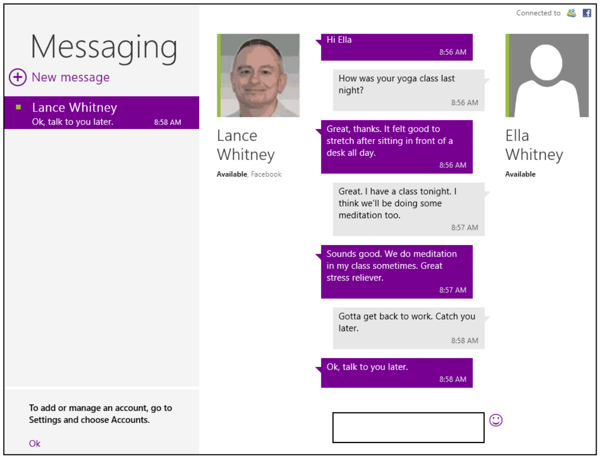
1 Open the People app: Open the People app by clicking its Start screen tile.


People
G
Garry Shandling
Geek & Sundry
Gwyneth Paltrow
J
Jerry Seinfeld
Jewel Staite
Joss Whedon Fans
K
Kelly Clarkson
L
Lance Whitney

2 **Select a Facebook account:** Click a specific Facebook account.


Lance Whitney
Contact
Send message
Facebook (Available)
Map address
New York State
View profile
More details
Facebook, Twitter
What's new View all
Lance Whit
Tuesday
MetroPCS unveils
new 4G phone nev
1035_3-57...
Favorite
Retw
Lance Whit
Tuesday
Mobile phone user
accessories news.c
Favorite
Retw

3 **IM the acccount:** Using the same account, click Send message. You can tell if the person is online because the word Available is listed in parentheses.


Connected to
Messaging
New message
Lance Whitney
Ok, talk to you later.
8:58 AM
Lance Whitney
Available, Facebook
Ella Whitney
Available

Hi Ella
8:56 AM

How was your yoga class last night?
8:56 AM

Great, thanks. It felt good to stretch after sitting in front of a desk all day.
8:56 AM

Great. I have a class tonight. I think we'll be doing some meditation too.
8:57 AM

Sounds good. We do meditation in my class sometimes. Great stress reliever.
8:57 AM

Gotta get back to work. Catch you later.
8:58 AM

Ok, talk to you later.
8:58 AM

To add or manage an account, go to Settings and choose Accounts.

Ok

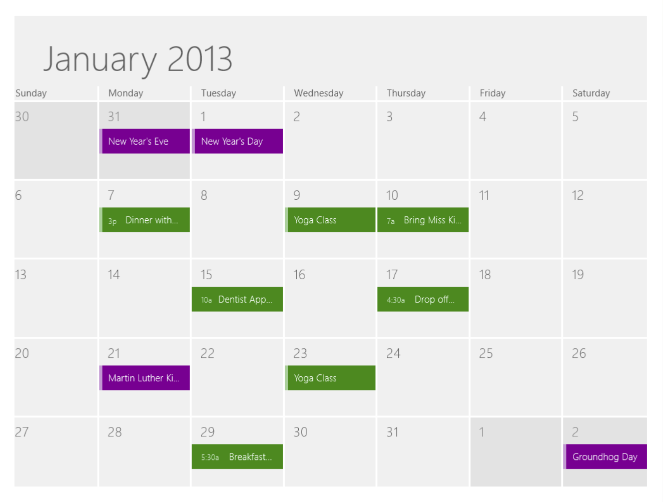
4 **Send the message:** The Messaging app opens for you to type your message. You can send a instant message only if the person is logged in to Facebook. If the person is available, type your message and press Enter. If the person replies, you can then initiate a back-and-forth chat.

tip A Facebook friend must be logged in to Facebook for you to send that person an instant message.

tip The Messaging app keeps track of people whom you have recently tried to contact.

tip You can open the Messaging app directly to try to IM people whom you recently tried to contact.

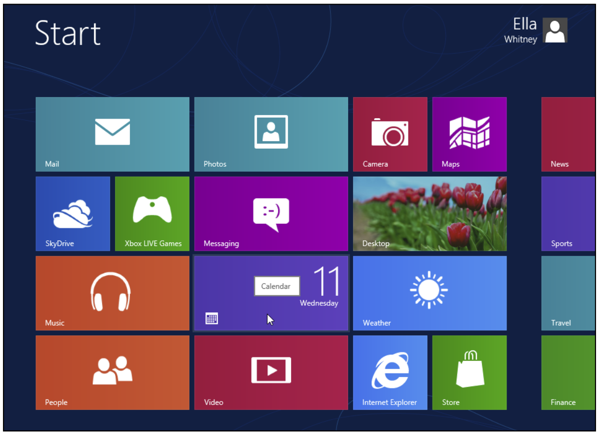
Viewing Appointments with the Calendar App



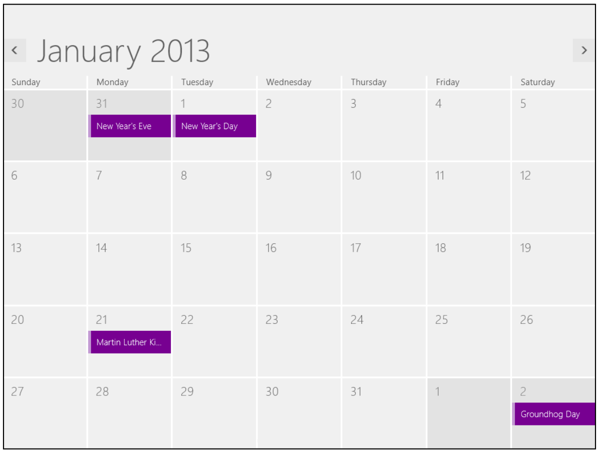
January 2013

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
30	31 New Year's Eve	1 New Year's Day	2	3	4	5
6	7 3p Dinner with...	8	9 Yoga Class	10 7a Bring Miss Ki...	11	12
13	14	15 10a Dentist App...	16	17 4:30a Drop off...	18	19
20	21 Martin Luther Ki...	22	23 Yoga Class	24	25	26
27	28	29 5:30a Breakfast...	30	31	1	2 Groundhog Day

The Calendar app serves as your appointment book, displaying your schedule daily, weekly, or monthly. You can add a new appointment and fill in all the details, including date, time, location, reminder, and frequency. Though you can manually create appointments in the app, you may find it easier to simply add an existing account to the app, such as Google. Any appointments you record in your existing Google account then automatically synchronize to and appear in your Calendar app. Daily appointments can display on your Start screen through the Calendar's app live tile. This task explains how to view appointments with the Calendar app.


Start
Ella
Whitney
Mail
Photos
Camera
Maps
News
SkyDrive
Xbox LIVE Games
Messaging
Desktop
Sports
Music
Calendar
11
Wednesday
Weather
Travel
People
Video
Internet Explorer
Store
Finance

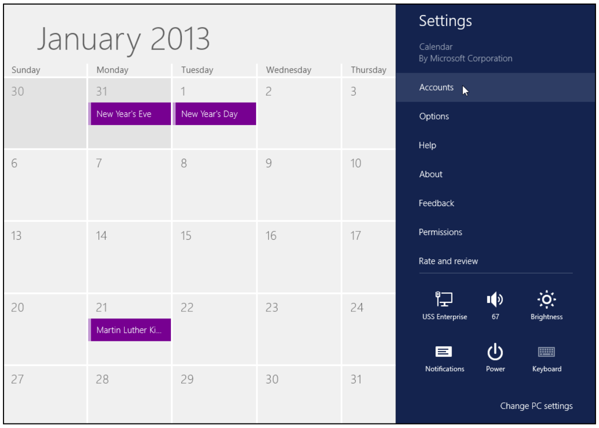
1 Open the Calendar app: Open the Calendar app by clicking its Start screen tile.



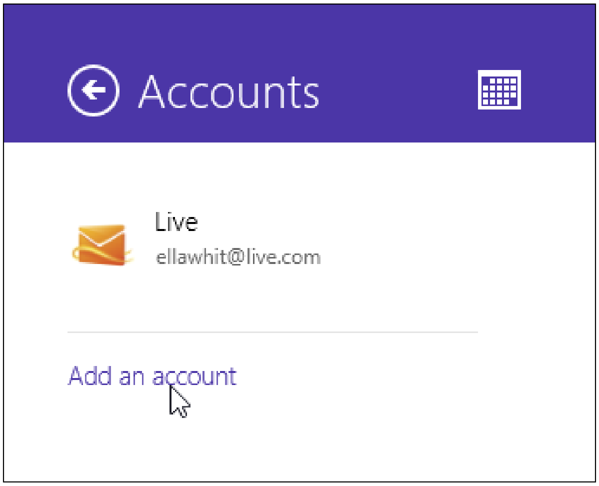
January 2013

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
30	31 New Year's Eve	1 New Year's Day	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21 Martin Luther Ki...	22	23	24	25	26
27	28	29	30	31	1	2 Groundhog Day

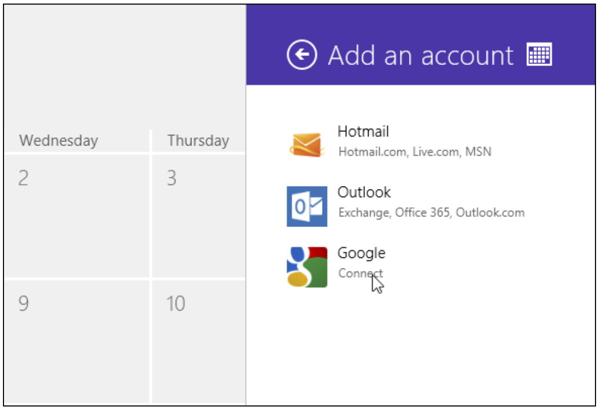
2 View month: The Calendar opens to display the current month with any holidays automatically recorded through your Microsoft account.


January 2013
Sunday
Monday
Tuesday
Wednesday
Thursday
New Year's Eve
New Year's Day
Martin Luther Ki...
Settings
Calendar
By Microsoft Corporation
Accounts
Options
Help
About
Feedback
Permissions
Rate and review
USS Enterprise
67
Brightness
Notifications
Power
Keyboard
Change PC settings

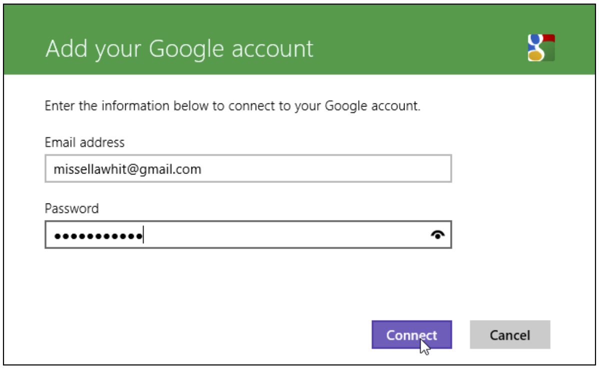
3 Access the Settings charm: Move your mouse to the lower-right hot corner to display the Charms bar. Click the Settings charm. From the Settings bar, click Accounts.


Accounts
Live
ellawhit@live.com
Add an account

4 Add an account: From the Accounts pane, click Add an account.


Wednesday
Thursday
Add an account
Hotmail
Hotmail.com, Live.com, MSN
Outlook
Exchange, Office 365, Outlook.com
Google
Connect

5 Add your Google account: This example uses a Google account, but you can use a Hotmail or Outlook account as well. If you have already set up your Google account for the Mail or People app, then it is automatically added to the Calendar because all three apps are connected. If you have not already added Google to your Mail or People app, click Google.

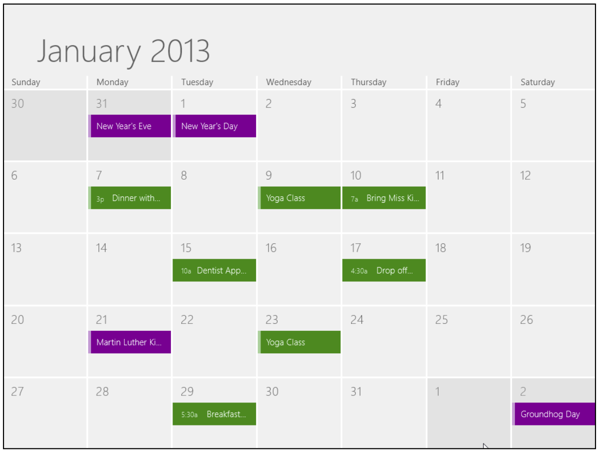

Add your Google account
Connect
Cancel

Enter the information below to connect to your Google account.

Email address: missellawhit@gmail.com

Password: •••••••••••

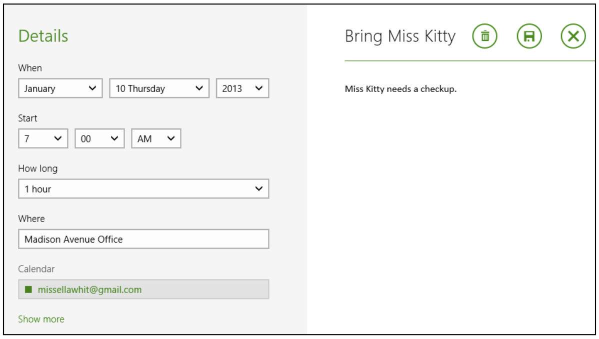
6 Enter your Google credentials: Type the e-mail address and password for your Google account. Click Connect.



January 2013

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
30	31 New Year's Eve	1 New Year's Day	2	3	4	5
6	7 3p Dinner with...	8	9 Yoga Class	10 7a Bring Miss Ki...	11	12
13	14	15 10a Dentist App...	16	17 4:30a Drop off...	18	19
20	21 Martin Luther Ki...	22	23 Yoga Class	24	25	26
27	28	29 5:30a Breakfast...	30	31	1	2 Groundhog Day

7 View your calendar: The current month's calendar is displayed, while the app syncs with any appointments you have already set up through Google. After a few seconds, you should see any appointments from Google appear in the calendar. Appointments from different accounts appear in different colors.



Details

When
January | 10 Thursday | 2013

Start
7 | 00 | AM

How long
1 hour

Where
Madison Avenue Office

Calendar
missellawhit@gmail.com

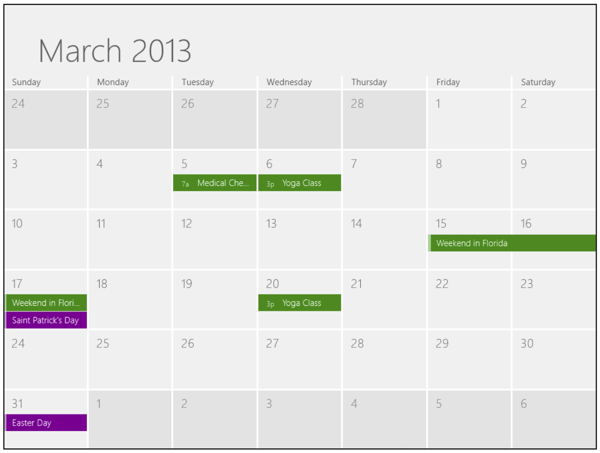
Show more

Bring Miss Kitty

Miss Kitty needs a checkup.

8 View an appointment: Click on a specific appointment. A Details screen appears showing you the location, date, start time, duration, frequency, reminder, and status. Click the Close button (X) in the upper-right corner to close the Details screen.

tip To change the colors used for the appointments, access the Charms bar, click the Settings charm, and then click the Options link.



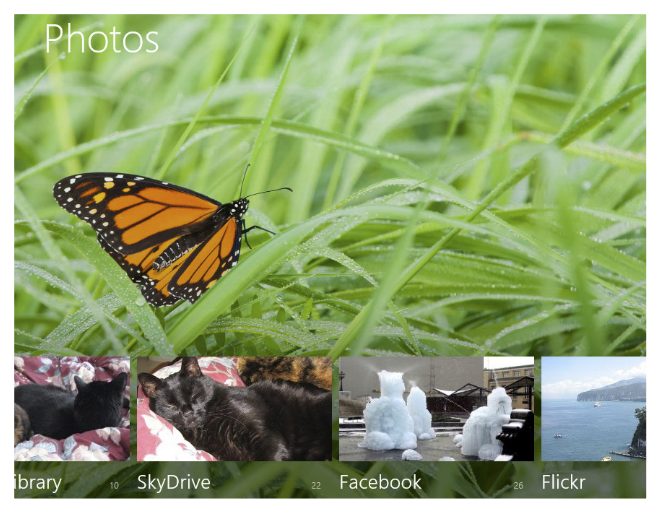
March 2013

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
24	25	26	27	28	1	2
3	4	5 7a Medical Che...	6 3p Yoga Class	7	8	9
10	11	12	13	14	15 Weekend in Florida	16
17 Weekend in Flori... Saint Patrick's Day	18	19	20 3p Yoga Class	21	22	23
24	25	26	27	28	29	30
31 Easter Day	1	2	3	4	5	6

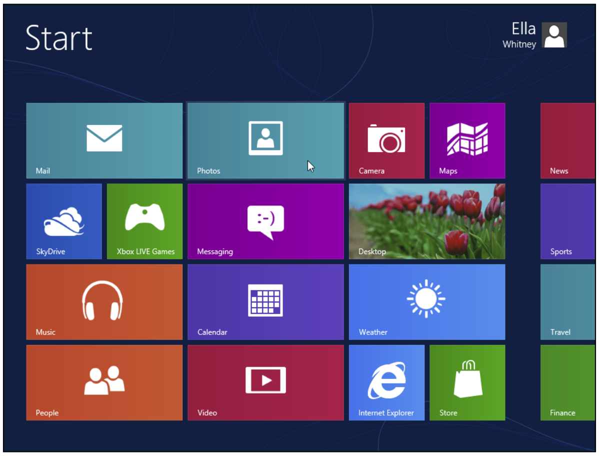
9 View other months: Press Page Down or move your mouse's scroll wheel down to move ahead to the next few months. Press Page Up or move your mouse's scroll wheel up to move back to the previous few months.

tip You can add multiple accounts to your Calendar, though it is probably less confusing to keep all your appointments in one account.

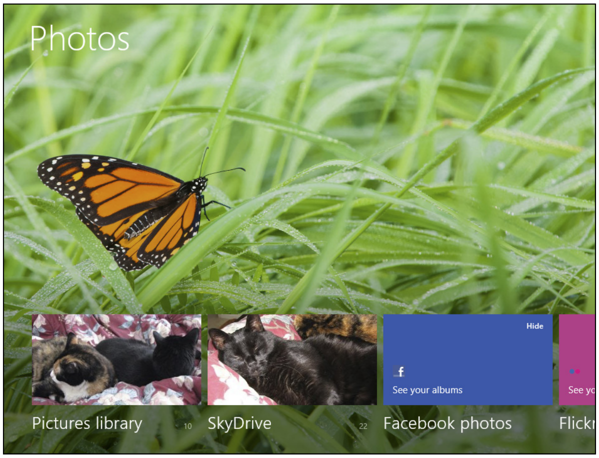
Adding Online Accounts to the Photos App


Photos
ibrary
10
SkyDrive
22
Facebook
26
Flickr

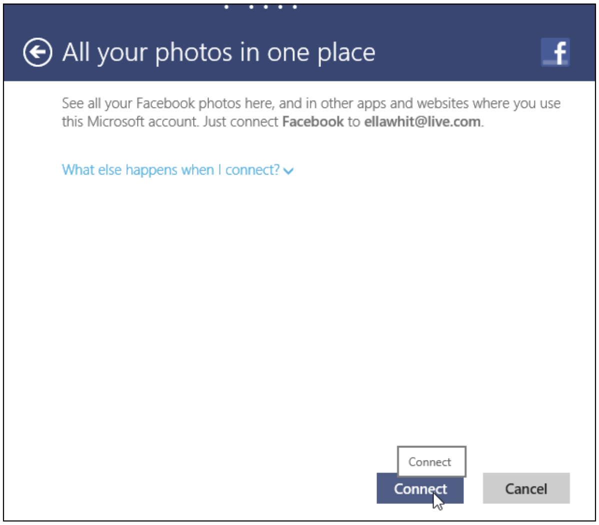
Windows 8 offers a Windows 8 Photos app that lets you view and manage all the photos stored in your Pictures folder. But you can also add and view pictures from SkyDrive, Facebook, and Flickr. If you log in with a Microsoft account and have already uploaded photos to SkyDrive, then your SkyDrive account should automatically display your pictures. But you do need to manually add the accounts for Facebook and Flickr. After you add your Facebook and Flickr accounts, you can view your online photos one by one or launch a slide show to view one after the other. This task explains how to configure the Photos app with your online accounts.


Start
Ella
Whitney
Mail
Photos
Camera
Maps
News
SkyDrive
Xbox LIVE Games
Messaging
Desktop
Sports
Music
Calendar
Weather
Travel
People
Video
Internet Explorer
Store
Finance

1 Open the Photos app: Open the Photos app by clicking its Start screen tile.


Photos
Hide
See your albums
See yo
Pictures library
10
SkyDrive
22
Facebook photos
Flickr

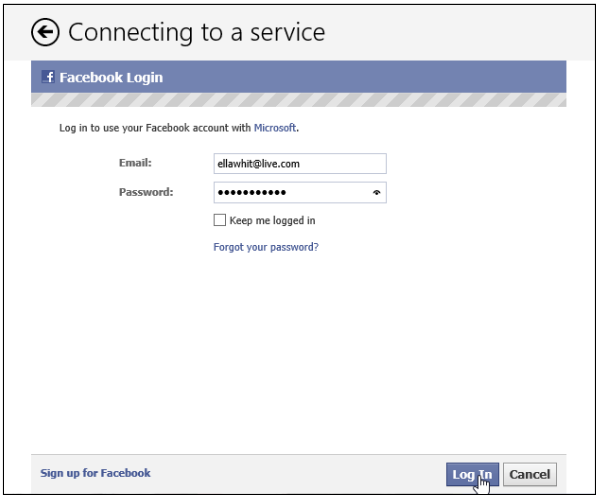
2 View the Photos app: Thumbnails are displayed for your local Pictures library, your SkyDrive account, your Facebook photos, your Flickr photos, and an option to add another device with photos.


All your photos in one place

See all your Facebook photos here, and in other apps and websites where you use this Microsoft account. Just connect **Facebook** to **ellawhit@live.com**.

What else happens when I connect?
Connect
Connect
Cancel

3 Connect to Facebook: Click on the Facebook photos thumbnail. At the next screen, click Connect to access your Facebook account.


Connecting to a service

Facebook Login

Log in to use your Facebook account with Microsoft.

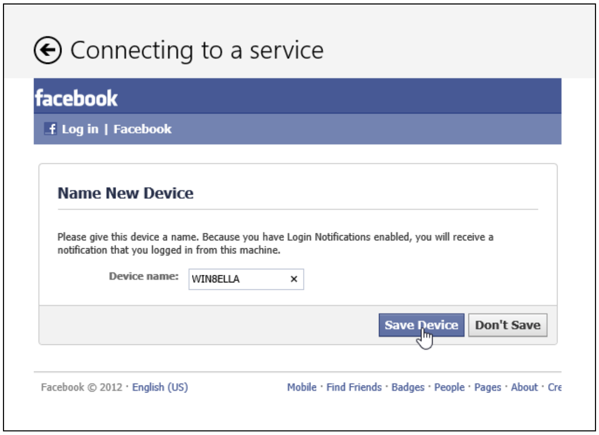
Email: ellawhit@live.com

Password: •••••••••••

☐ Keep me logged in

Forgot your password?
Sign up for Facebook
Log In
Cancel

4 Log in with your Facebook credentials: At the next screen, type your Facebook e-mail address and password. Click Log In.


Connecting to a service

facebook

Log in | Facebook

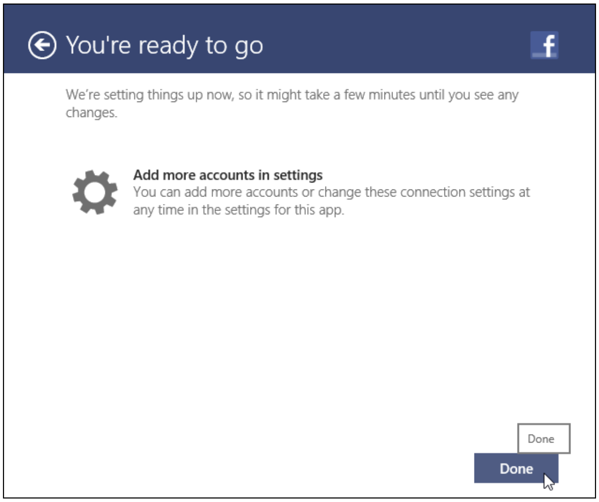
Name New Device

Please give this device a name. Because you have Login Notifications enabled, you will receive a notification that you logged in from this machine.

Device name: WIN8ELLA

Save Device
Don't Save
Facebook © 2012 · English (US)
Mobile · Find Friends · Badges · People · Pages · About · Cre

5 Name New Device: At the next screen, type the name of your computer. Click Save Device.

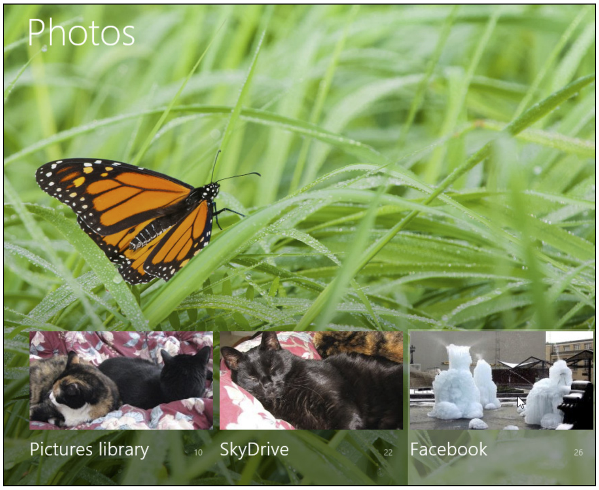

You're ready to go

We're setting things up now, so it might take a few minutes until you see any changes.

Add more accounts in settings
You can add more accounts or change these connection settings at any time in the settings for this app.

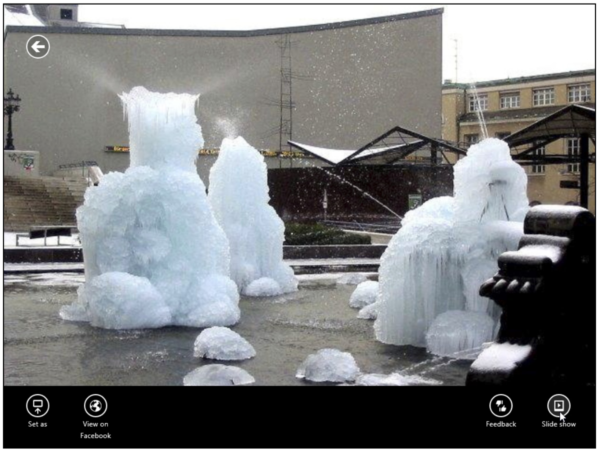
Done
Done

6 Ready to go: At the next screen, click Done.

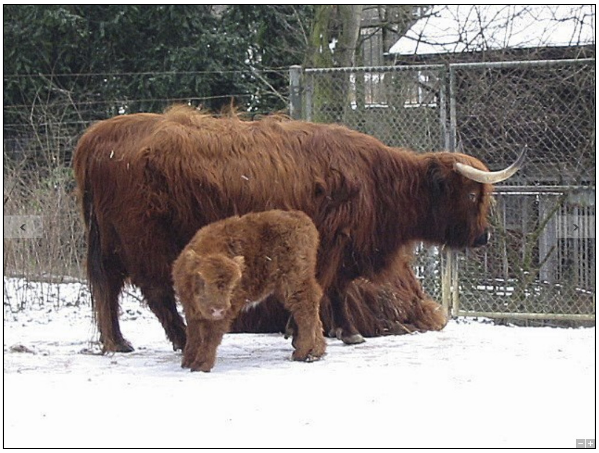

Photos
Pictures library
10
SkyDrive
22
Facebook
26

7 View Facebook photos: After a few seconds, a photo appears in the Facebook thumbnail. Click on the Facebook thumbnail to view your Facebook photos.

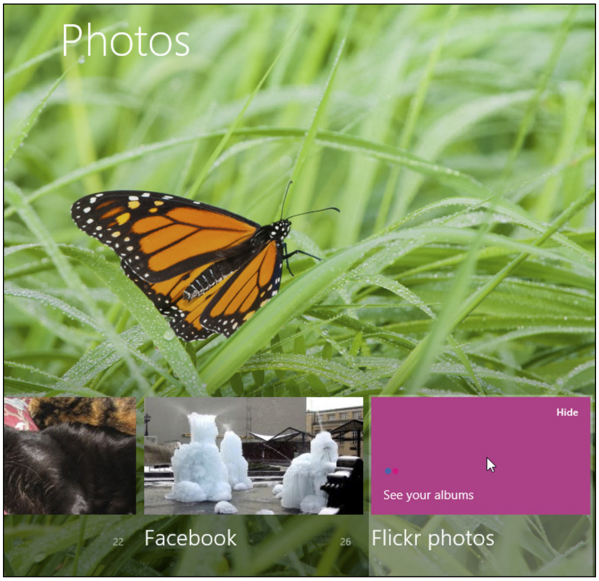
8 View a photo: In your Facebook photos, click on an album and then click on a specific photo to view it full screen.


Set as
View on Facebook
Feedback
Slide show

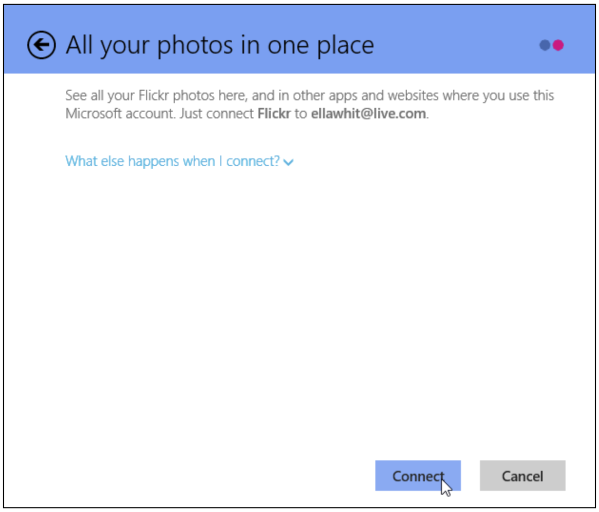
9 View a slide show: Right-click on a photo to display the app bar. From the app bar, click the Slide show button to view a slide show of all the photos in your current folder.



10 Exit slide show: Click on any photo to stop the slide show. Click on the photo again to display the Back button in the upper-left corner. Keep clicking the Back button to return to the Photos app.


Photos
Hide
See your albums
22
Facebook
26
Flickr photos

11 Add Flickr photos: This step assumes that you have photos stored in Flickr. If so, click on the Flickr photos thumbnail.



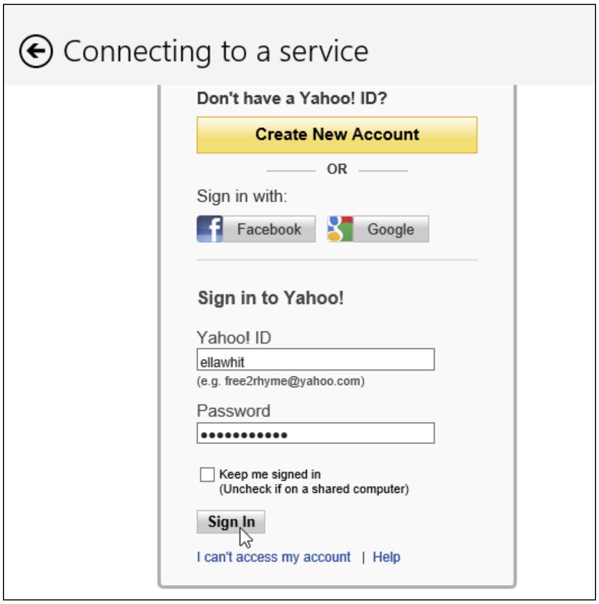
All your photos in one place

See all your Flickr photos here, and in other apps and websites where you use this Microsoft account. Just connect **Flickr** to **ellawhit@live.com**.

What else happens when I connect?

Connect
Cancel

12 Connect to Flickr: At the next screen, click Connect to access your Flickr account.



Connecting to a service

Don't have a Yahoo! ID?

Create New Account
OR

Sign in with:

Facebook
Google

Sign in to Yahoo!

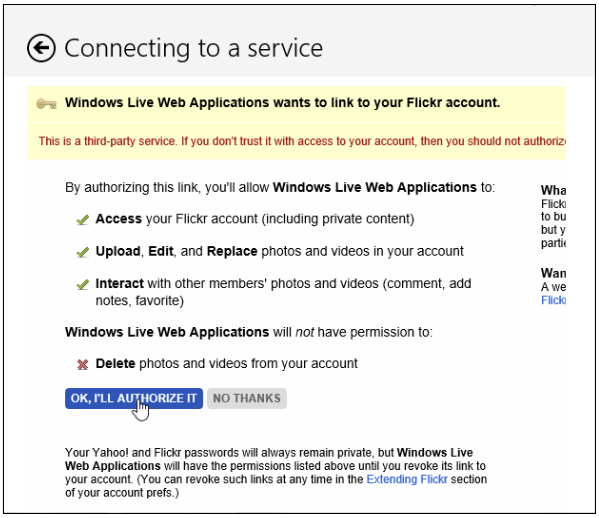
Yahoo! ID: ellawhit
(e.g. free2rhyme@yahoo.com)

Password: ●●●●●●●●●●●

☐ Keep me signed in
(Uncheck if on a shared computer)

Sign In
I can't access my account | Help

13 Log in with your Flickr credentials: Your Flickr credentials are actually your Yahoo credentials. At the next screen, type your Yahoo ID and password. Click Sign In.



Connecting to a service

Windows Live Web Applications wants to link to your Flickr account.

This is a third-party service. If you don't trust it with access to your account, then you should not authoriz

By authorizing this link, you'll allow **Windows Live Web Applications** to:

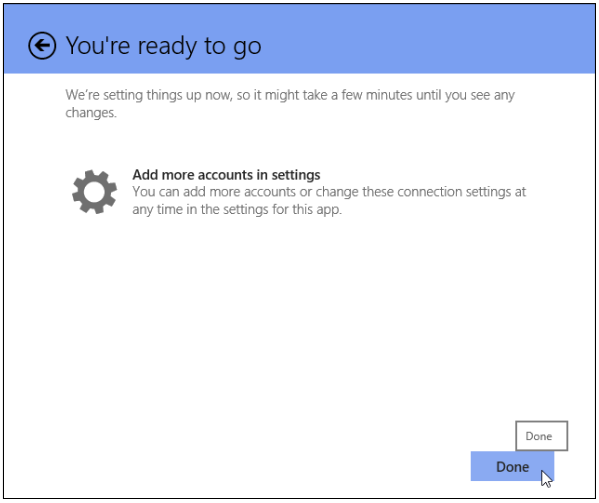
- ✓ **Access** your Flickr account (including private content)
- ✓ **Upload**, **Edit**, and **Replace** photos and videos in your account
- ✓ **Interact** with other members' photos and videos (comment, add notes, favorite)

Windows Live Web Applications will *not* have permission to:

- ✗ **Delete** photos and videos from your account

Your Yahoo! and Flickr passwords will always remain private, but **Windows Live Web Applications** will have the permissions listed above until you revoke its link to your account. (You can revoke such links at any time in the Extending Flickr section of your account prefs.)

14 Authorize access: At the next screen, click OK, I'll authorize It to authorize access to your Flickr account.

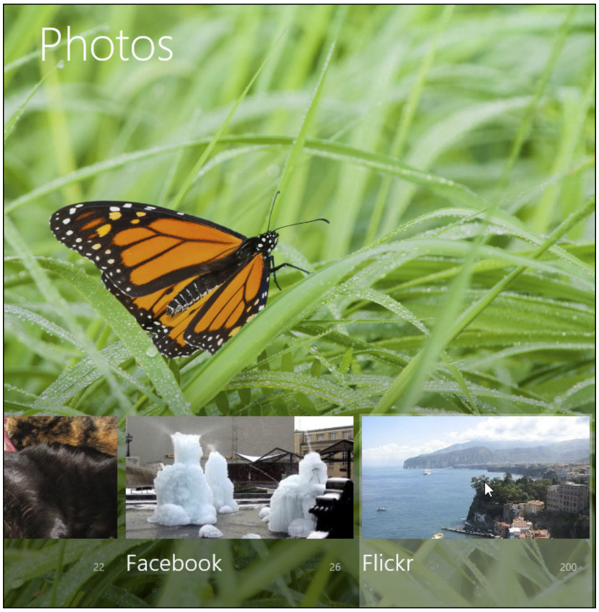


You're ready to go

We're setting things up now, so it might take a few minutes until you see any changes.

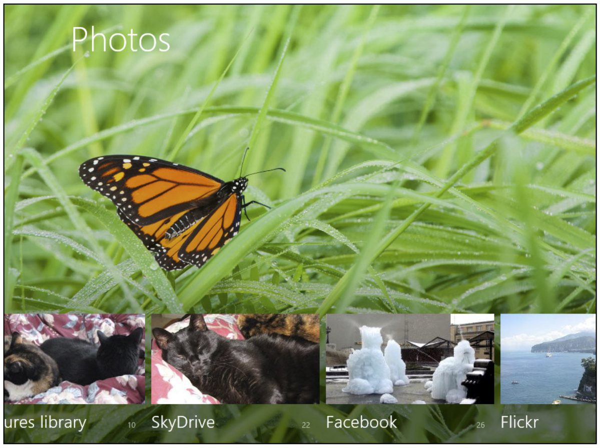
Add more accounts in settings
You can add more accounts or change these connection settings at any time in the settings for this app.

15 Ready to go: At the next screen, click Done.



16 View Flickr photos: After a few seconds, a photo appears in the Flickr thumbnail. Click on the Flickr thumbnail to view your Flickr photos.

17 View a photo: From your Flickr photos, click on a specific photo to view it full screen.

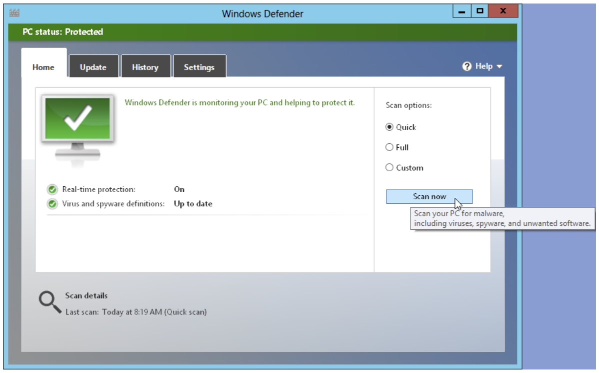

Photos
ures library
SkyDrive
Facebook
Flickr

18 Return to library: Keep clicking the Back button to return to the Photos app.

tip Zoom in or out of a photo by moving your mouse cursor and clicking the plus and minus signs in the lower-right corner.

Quick Fixes

Managing Your Security with Windows Defender


Windows Defender
Home
Update
History
Settings
Help
Scan options:
● Quick
○ Full
○ Custom
Scan now

PC status: Protected

Windows Defender is monitoring your PC and helping to protect it.

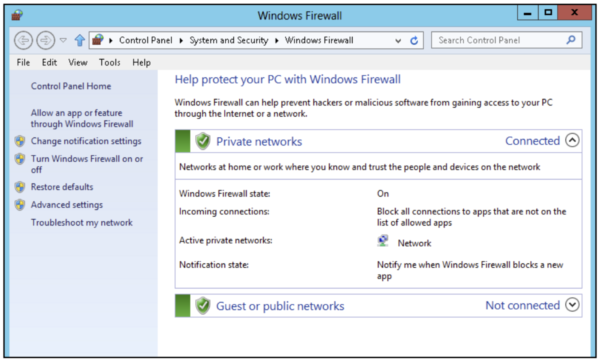
Real-time protection: On
Virus and spyware definitions: Up to date

Scan your PC for malware, including viruses, spyware, and unwanted software.

Scan details
Last scan: Today at 8:19 AM (Quick scan)

At the Start screen, type the phrase **Windows Defender**. In the search results, click the Windows Defender app. If the Virus and spyware definitions are not up to date, click the Update tab and click Update. To run a manual scan, click the Home tab. Choose the type of scan to run — Quick, Full, or Custom. Click Scan now.

Checking Your Firewall Settings


Windows Firewall
Control Panel ▸ System and Security ▸ Windows Firewall
Search Control Panel
File
Edit
View
Tools
Help
Control Panel Home
Allow an app or feature through Windows Firewall
Change notification settings
Turn Windows Firewall on or off
Restore defaults
Advanced settings
Troubleshoot my network

Help protect your PC with Windows Firewall

Windows Firewall can help prevent hackers or malicious software from gaining access to your PC through the Internet or a network.

Private networks — Connected

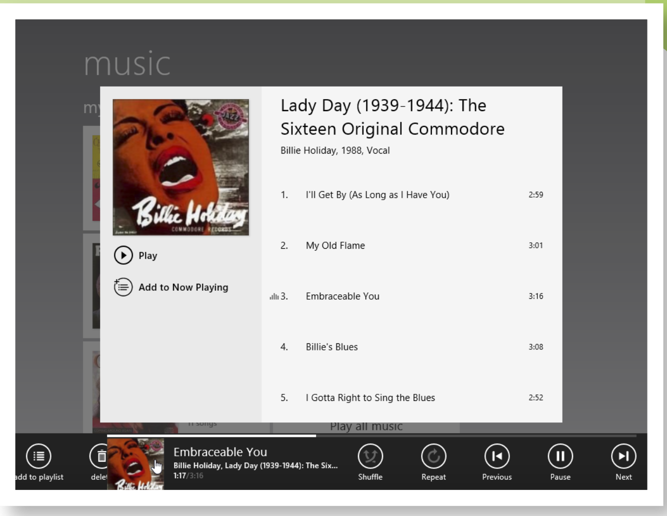
Networks at home or work where you know and trust the people and devices on the network

Windows Firewall state: On
Incoming connections: Block all connections to apps that are not on the list of allowed apps
Active private networks: Network
Notification state: Notify me when Windows Firewall blocks a new app

Guest or public networks — Not connected

At the Start screen, type the word **firewall**. Under the search field, click Settings. In the search results, click Windows Firewall. In the Windows Firewall window, make sure Windows Firewall is turned on (assuming you are not using a third-party firewall). If Windows Firewall is turned off, click the option in the left pane to Turn Windows Firewall on or off. In the Customize settings for each type of network, turn on Windows Firewall.

Playing Music with the Music App



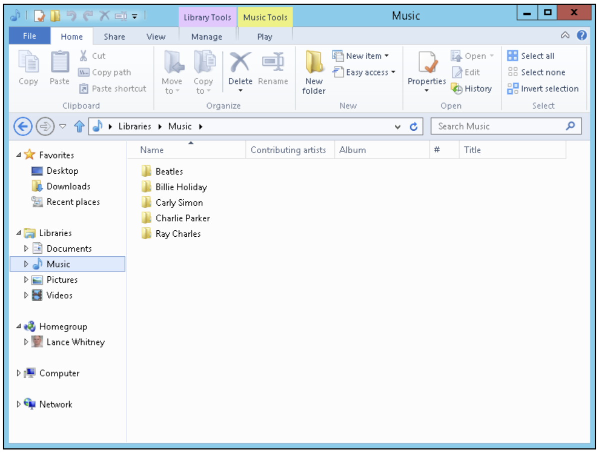
music
Play
Add to Now Playing
Play all music
add to playlist
Shuffle
Repeat
Previous
Pause
Next

Lady Day (1939-1944): The Sixteen Original Commodore
Billie Holiday, 1988, Vocal

1.	I'll Get By (As Long as I Have You)	2:59
2.	My Old Flame	3:01
3.	Embraceable You	3:16
4.	Billie's Blues	3:08
5.	I Gotta Right to Sing the Blues	2:52

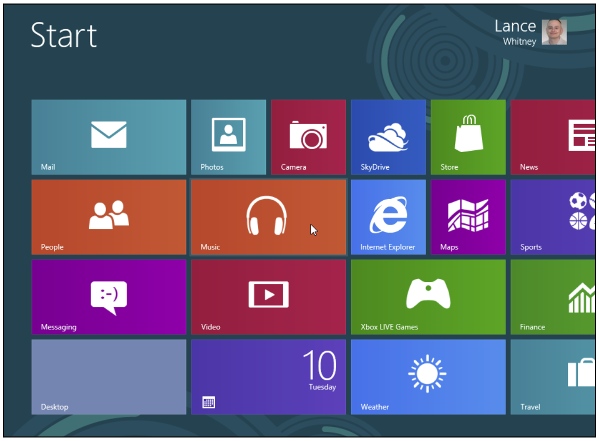
Embraceable You
Billie Holiday, Lady Day (1939-1944): The Six...
1:17/3:16

The Windows 8 Music app lets you play music from your local Music library. It also serves as an online music marketplace, promoting different artists and albums. In addition to playing your own music, you can hop online to preview and purchase other songs and albums. You can also search for music by album, artist, or title to find profiles of various artists along with their albums and songs. Though the traditional Window Media Player offers additional options, such as the ability to rip CDs and burn music onto a CD, the Music app comes in handy if you simply want to play music. This task explains how to play music in the Music app.

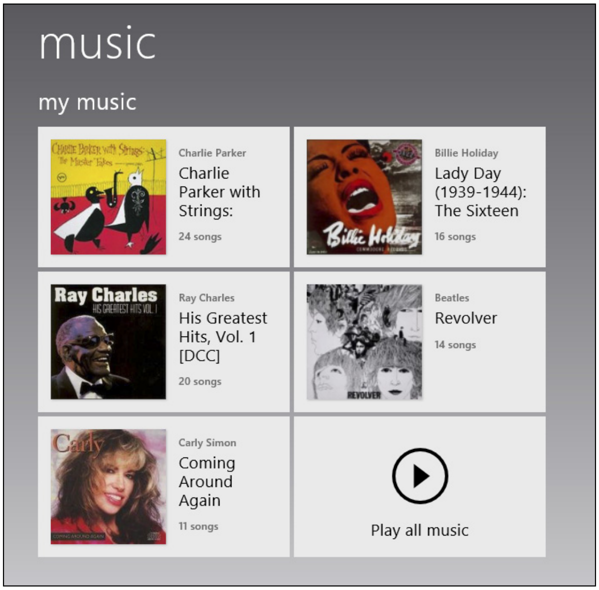


Library Tools
Music Tools
Music
File
Home
Share
View
Manage
Play
Copy
Paste
Cut
Copy path
Paste shortcut
Clipboard
Move to
Copy to
Delete
Rename
Organize
New folder
New item
Easy access
New
Properties
Open
Edit
History
Open
Select all
Select none
Invert selection
Select
Libraries
Music
Search Music
Favorites
Desktop
Downloads
Recent places
Libraries
Documents
Music
Pictures
Videos
Homegroup
Lance Whitney
Computer
Network
Name
Contributing artists
Album
#
Title
Beatles
Billie Holiday
Carly Simon
Charlie Parker
Ray Charles

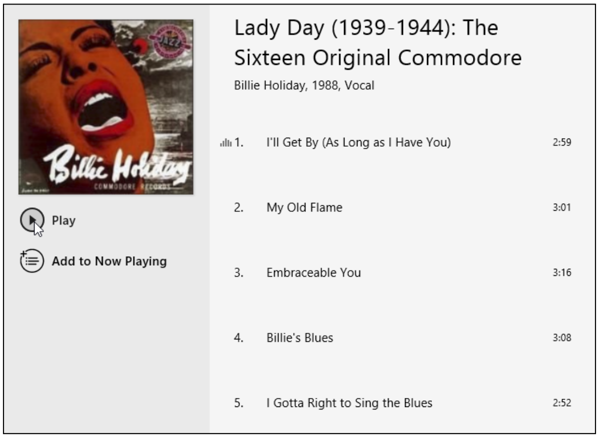
1 Add music: Add music to Windows 8 by burning CDs through Windows Media Player.


Start
Lance
Whitney
Mail
Photos
Camera
SkyDrive
Store
News
People
Music
Internet Explorer
Maps
Sports
Messaging
Video
Xbox LIVE Games
Finance
Desktop
10
Tuesday
Weather
Travel

2 Open Music app: From the Start screen, open the Music app by clicking its Start screen tile.


music
my music
Charlie Parker
Charlie Parker with Strings:
24 songs
Billie Holiday
Lady Day (1939-1944): The Sixteen
16 songs
Ray Charles
His Greatest Hits, Vol. 1 [DCC]
20 songs
Beatles
Revolver
14 songs
Carly Simon
Coming Around Again
11 songs
Play all music

3 View your music: Scroll to the left. The albums and songs that you have added to your Music library appear on the left side.

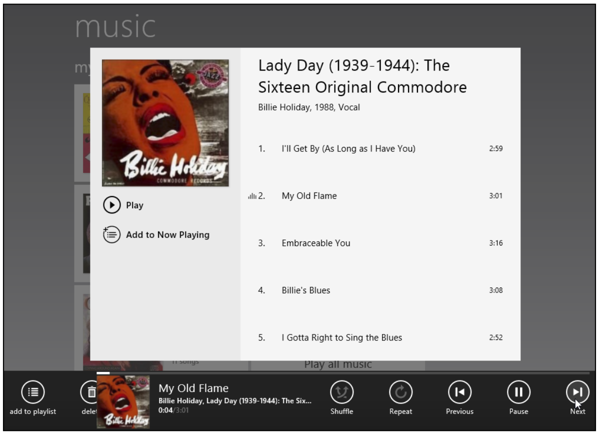

Lady Day (1939-1944): The Sixteen Original Commodore

Billie Holiday, 1988, Vocal

1.	I'll Get By (As Long as I Have You)	2:59
2.	My Old Flame	3:01
3.	Embraceable You	3:16
4.	Billie's Blues	3:08
5.	I Gotta Right to Sing the Blues	2:52

Play
Add to Now Playing

4 Play an album: Click a specific album to open it. Click a specific track and then click the Play button to play it. Otherwise, click the Play button under the album's cover art to play the album starting with the first track.


Lady Day (1939-1944): The Sixteen Original Commodore

Billie Holiday, 1988, Vocal

1.	I'll Get By (As Long as I Have You)	2:59
2.	My Old Flame	3:01
3.	Embraceable You	3:16
4.	Billie's Blues	3:08
5.	I Gotta Right to Sing the Blues	2:52

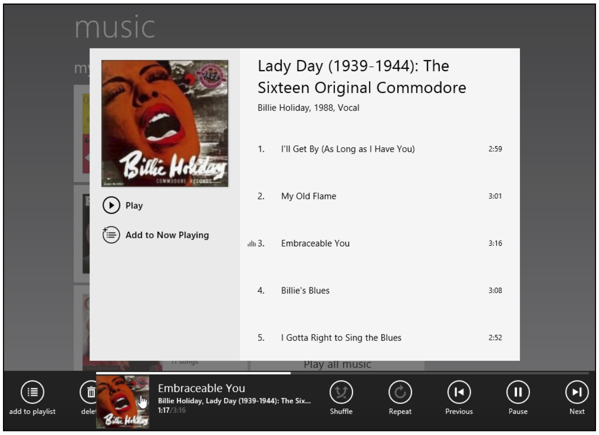
My Old Flame

Billie Holiday, Lady Day (1939-1944): The Six...

0:04/3:01

music
Play
Add to Now Playing
Play all music
add to playlist
delete
Shuffle
Repeat
Previous
Pause
Next

5 Control your music: Right-click any empty area of the screen to display the app bar. Click the Pause button to pause the track. Click the Next or Previous buttons to move to the next or previous tracks. Click the Repeat button to repeat the current track. Click the Shuffle button to shuffle the order of the tracks. If the app bar disappears, right-click anywhere in the Music app to display it again.

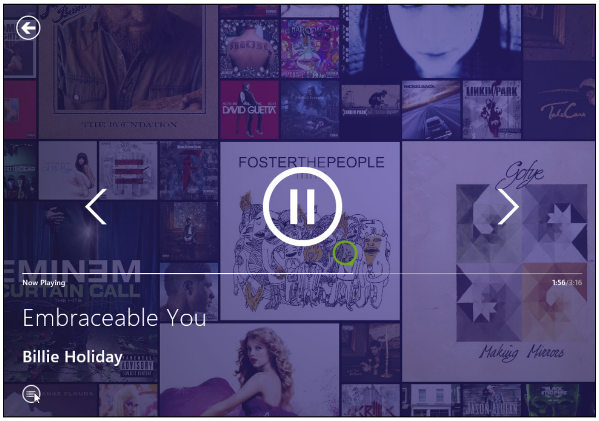

music
Play
Add to Now Playing
Play all music
add to playlist
Shuffle
Repeat
Previous
Pause
Next

Lady Day (1939-1944): The Sixteen Original Commodore
Billie Holiday, 1988, Vocal

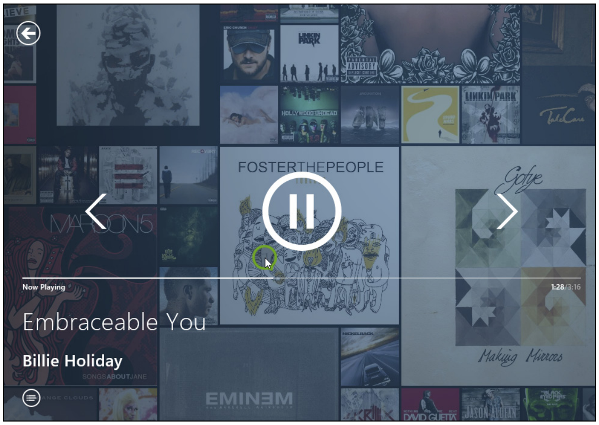
1. I'll Get By (As Long as I Have You) 2:59
2. My Old Flame 3:01
3. Embraceable You 3:16
4. Billie's Blues 3:08
5. I Gotta Right to Sing the Blues 2:52

Embraceable You
Billie Holiday, Lady Day (1939-1944): The Six...
1:17/3:16

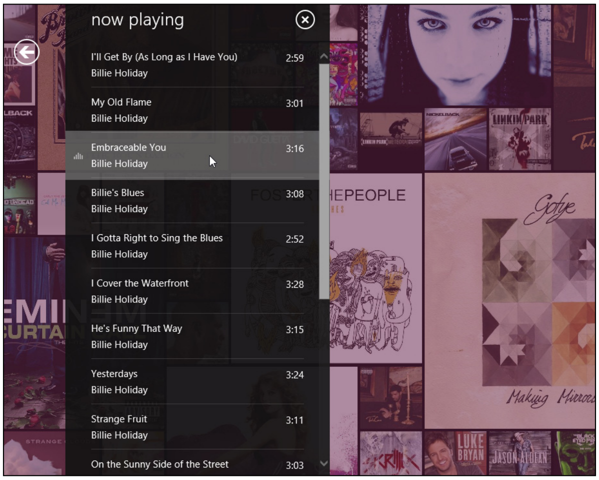
6 View player full screen: Right-click on the Music app to display the app bar if it is not already visible. Click on the small album art in the middle of the app bar. The Music app changes to full-screen mode.


Now Playing
1:56/3:16
Embraceable You
Billie Holiday

8 Access all tracks: Click the Now Playing icon in the lower-left corner of the screen.


Now Playing
1:28/3:16
Embraceable You
Billie Holiday

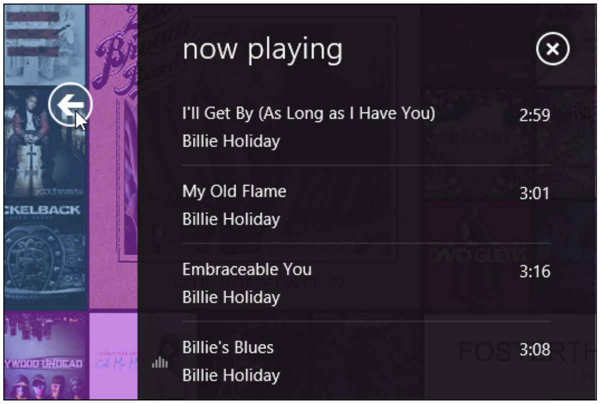
7 Control track: Click the Pause button to pause the track. Click the Play button to resume the track. Click the Next or Previous buttons to move to the next or previous track. Drag the green circle along the slider bar to move forward or backward in the track. If the controls disappear, simply move your mouse to display them again.



now playing

I'll Get By (As Long as I Have You) 2:59
Billie Holiday
My Old Flame 3:01
Billie Holiday
Embraceable You 3:16
Billie Holiday
Billie's Blues 3:08
Billie Holiday
I Gotta Right to Sing the Blues 2:52
Billie Holiday
I Cover the Waterfront 3:28
Billie Holiday
He's Funny That Way 3:15
Billie Holiday
Yesterdays 3:24
Billie Holiday
Strange Fruit 3:11
Billie Holiday
On the Sunny Side of the Street 3:03

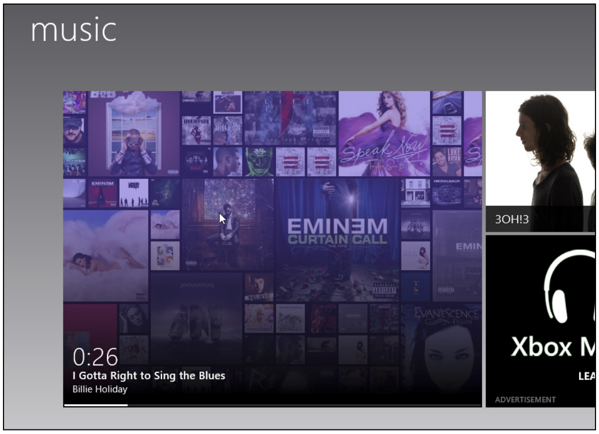
9 View all tracks: A list of all tracks from the current album appears. Click a particular track to play it. Click the X in the upper-right corner of the now playing list to turn off the list.



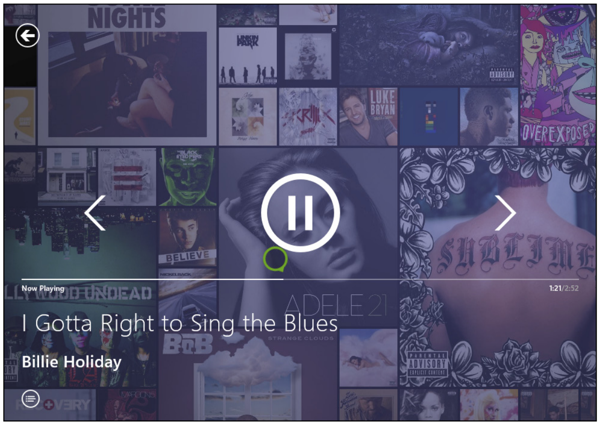
now playing

I'll Get By (As Long as I Have You) Billie Holiday	2:59
My Old Flame Billie Holiday	3:01
Embraceable You Billie Holiday	3:16
Billie's Blues Billie Holiday	3:08

10 Return to Music app: Click the Back button in the upper-left corner to return to the Music app.


music
0:26
I Gotta Right to Sing the Blues
Billie Holiday
3OH!3
Xbox M
ADVERTISEMENT

11 View current track: Scroll to the right to view a large image displaying the song currently playing. Click on the image to switch back to the music player.

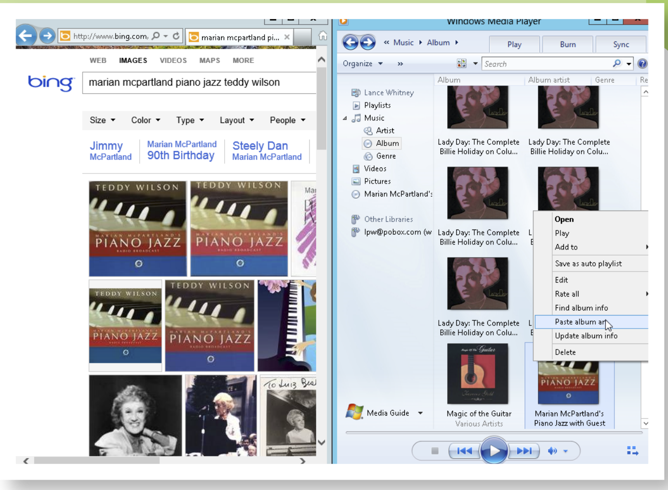

Now Playing
I Gotta Right to Sing the Blues
Billie Holiday
1:21/2:52

12 Access music player: The music player opens again. Click the Back button to return to the main screen.

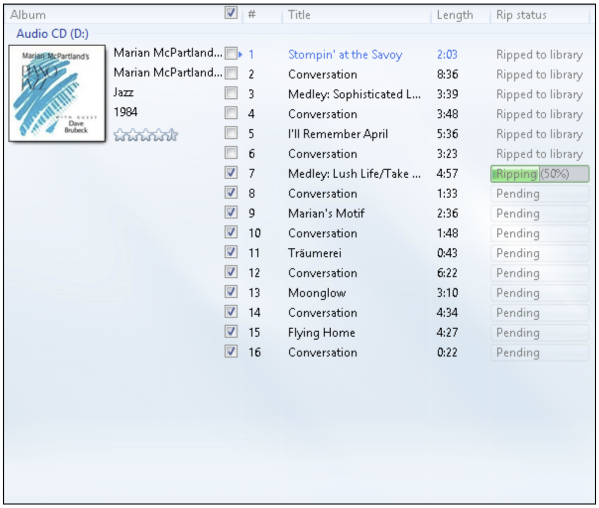
tip You can play music either through the Music app or through the traditional Windows Media Player.

tip The Music app can play music in different formats, including WMA, MP3, and AAC (iTunes), but it may have trouble playing protected files.

Adding Album Art to Your Music

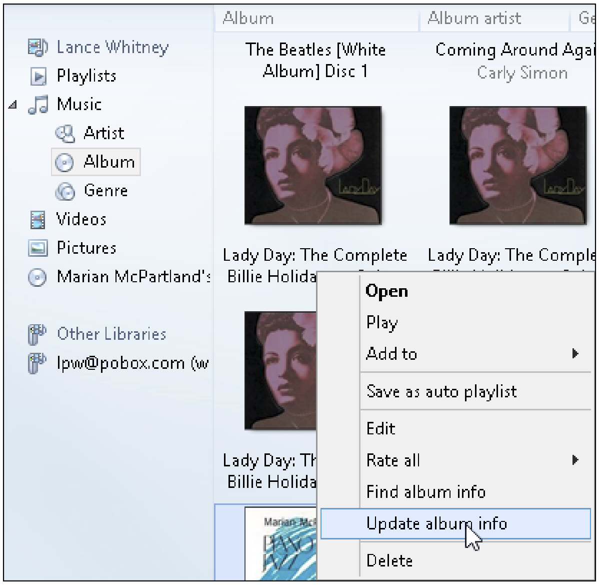

http://www.bing.com
marian mcpartland pi...
WEB
IMAGES
VIDEOS
MAPS
MORE
bing
marian mcpartland piano jazz teddy wilson
Size
Color
Type
Layout
People
Jimmy McPartland
Marian McPartland 90th Birthday
Steely Dan Marian McPartland
Windows Media Player
Music
Album
Play
Burn
Sync
Organize
Search
Lance Whitney
Playlists
Music
Artist
Album
Genre
Videos
Pictures
Marian McPartland's
Other Libraries
lpw@pobox.com
Media Guide
Album
Album artist
Genre
Lady Day: The Complete Billie Holiday on Colu...
Magic of the Guitar
Various Artists
Marian McPartland's Piano Jazz with Guest
Open
Play
Add to
Save as auto playlist
Edit
Rate all
Find album info
Paste album art
Update album info
Delete

After you download an album or rip a CD via Windows Music Player, album art should automatically be found and downloaded as well. You can see the album or cover art in Windows Media Player next to the album and in the Windows 8 Music app next to each track. But sometimes the wrong album art is downloaded, while other times no album art can be found at all. Fortunately, you can correct this problem by finding or manually downloading the right album art yourself directly in Windows Media Player. This task explains how to add or change album art to your music through Windows Media Player.

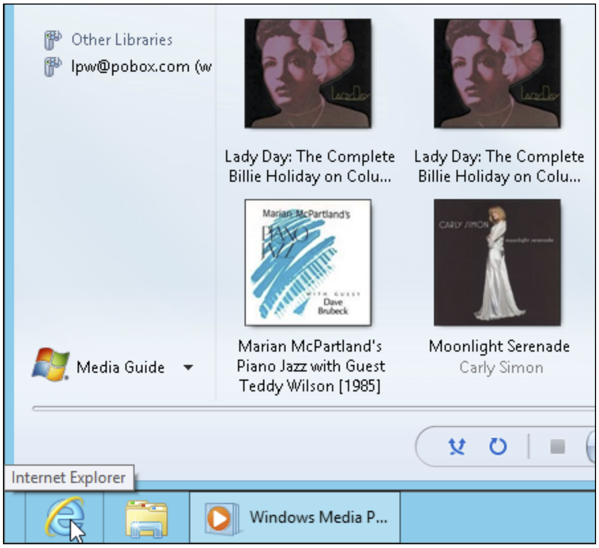


Album	☑	#	Title	Length	Rip status
Audio CD (D:)					
Marian McPartland...	☐	1	Stompin' at the Savoy	2:03	Ripped to library
Marian McPartland...	☐	2	Conversation	8:36	Ripped to library
Jazz	☐	3	Medley: Sophisticated L...	3:39	Ripped to library
1984	☐	4	Conversation	3:48	Ripped to library
☆☆☆☆☆	☐	5	I'll Remember April	5:36	Ripped to library
	☐	6	Conversation	3:23	Ripped to library
	☑	7	Medley: Lush Life/Take ...	4:57	Ripping (50%)
	☑	8	Conversation	1:33	Pending
	☑	9	Marian's Motif	2:36	Pending
	☑	10	Conversation	1:48	Pending
	☑	11	Träumerei	0:43	Pending
	☑	12	Conversation	6:22	Pending
	☑	13	Moonglow	3:10	Pending
	☑	14	Conversation	4:34	Pending
	☑	15	Flying Home	4:27	Pending
	☑	16	Conversation	0:22	Pending

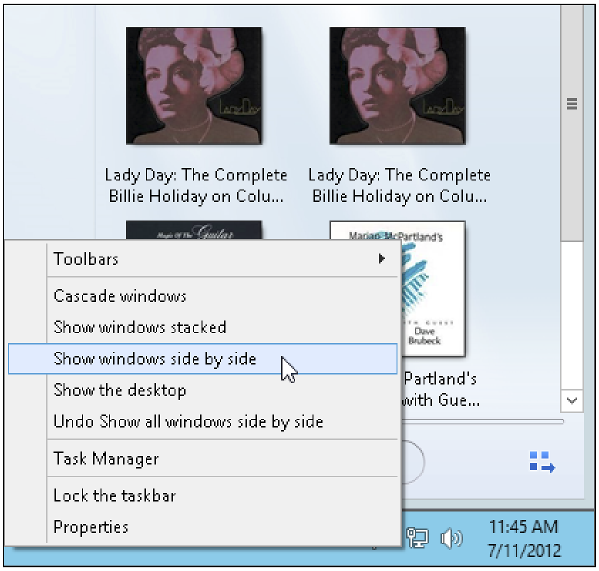
1 Add Music: Open Windows Media Player to rip some music to Windows 8 by burning a few CDs if you have not already done so.


Album
Album artist
Lance Whitney
Playlists
Music
Artist
Album
Genre
Videos
Pictures
Marian McPartland's
Other Libraries
lpw@pobox.com (w
The Beatles [White Album] Disc 1
Coming Around Agai
Carly Simon
Lady Day: The Complete Billie Holida
Open
Play
Add to
Save as auto playlist
Edit
Rate all
Find album info
Update album info
Delete

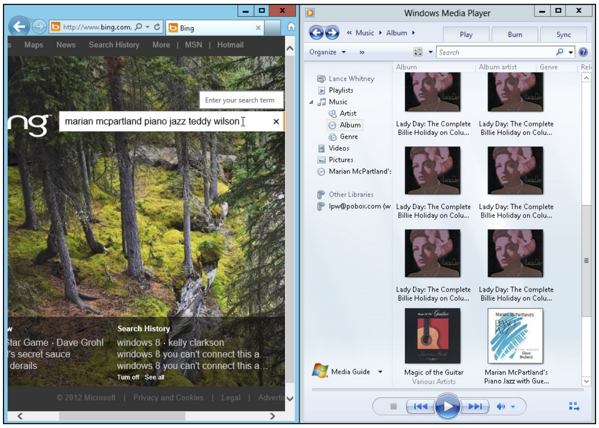
2 Find album info: Right-click on an album whose album art you want to add or change. From the pop-up menu, click Update album info. Wait to see if the correct album art is located and applied. If not, move to the next step.


Other Libraries
lpw@pobox.com (w
Lady Day: The Complete Billie Holiday on Colu...
Lady Day: The Complete Billie Holiday on Colu...
Marian McPartland's Piano Jazz with Guest Teddy Wilson [1985]
Moonlight Serenade
Carly Simon
Media Guide
Internet Explorer
Windows Media P...

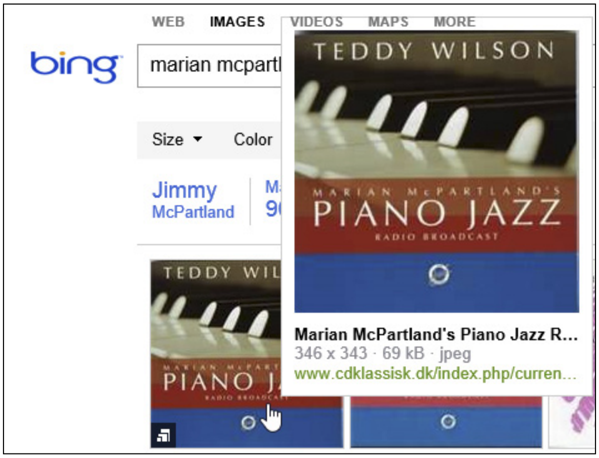
3 Search for album art: Open Internet Explorer by clicking its taskbar icon.


Lady Day: The Complete Billie Holiday on Colu...
Lady Day: The Complete Billie Holiday on Colu...
Toolbars
Cascade windows
Show windows stacked
Show windows side by side
Show the desktop
Undo Show all windows side by side
Task Manager
Lock the taskbar
Properties
11:45 AM
7/11/2012

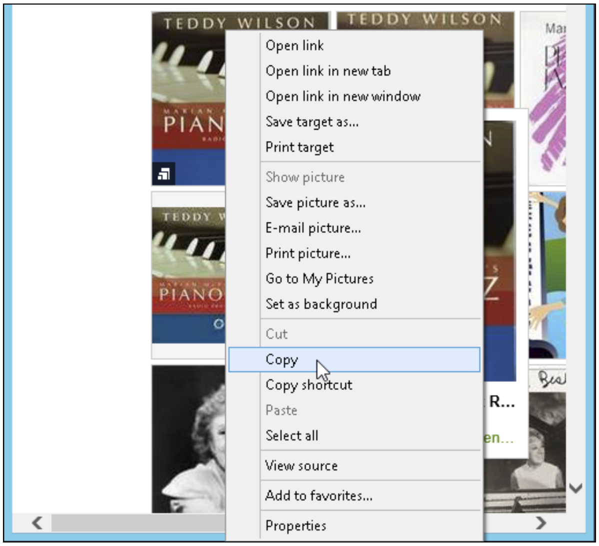
4 Position IE and Media Player: Right-click on the taskbar and select Show windows side by side so that both applications display next to each other.


http://www.bing.com
Bing
Maps
News
Search History
More
MSN
Hotmail
marian mcpartland piano jazz teddy wilson
Windows Media Player
Music
Album
Play
Burn
Sync
Organize
Search

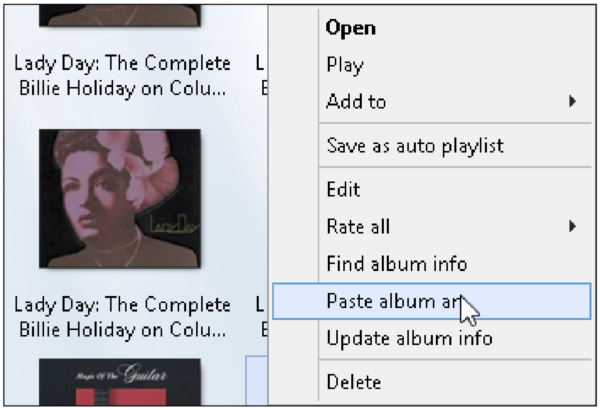
5 Enter your search query: In Internet Explorer, open the home page for Bing. In the Bing search field, type the full name of the album. You can also add the name of the artist to your search query if needed.


WEB
IMAGES
VIDEOS
MAPS
MORE
bing
marian mcpartl
Size
Color
Jimmy McPartland
TEDDY WILSON
MARIAN McPARTLAND'S PIANO JAZZ RADIO BROADCAST
Marian McPartland's Piano Jazz R...
346 x 343 · 69 kB · jpeg
www.cdklassisk.dk/index.php/curren...

6 Find album art: Bing should deliver search results matching the album name. In Bing, click on the Images category. Find an image that you want to apply to your album.


Open link
Open link in new tab
Open link in new window
Save target as...
Print target
Show picture
Save picture as...
E-mail picture...
Print picture...
Go to My Pictures
Set as background
Cut
Copy
Copy shortcut
Paste
Select all
View source
Add to favorites...
Properties

7 Copy image: Right-click on the image displayed in Bing and click Copy from the pop-up menu.

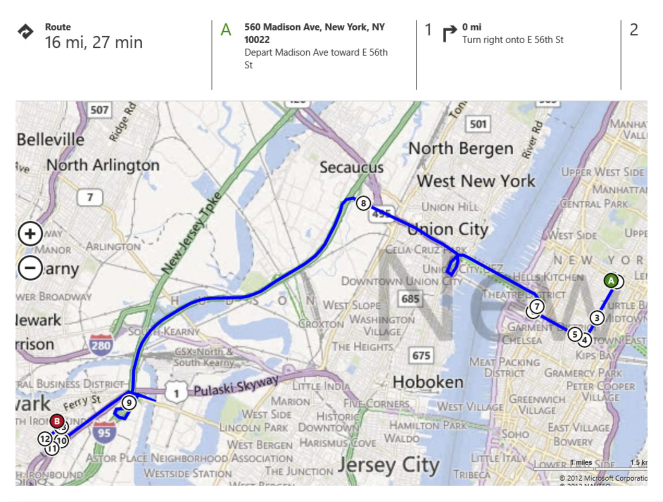

Lady Day: The Complete Billie Holiday on Colu...
Lady Day: The Complete Billie Holiday on Colu...
Open
Play
Add to
Save as auto playlist
Edit
Rate all
Find album info
Paste album art
Update album info
Delete

8 Paste image to album: Right-click on the album in Windows Media Player and click Paste album art from the pop-up menu. The image appears as the album's new art.

tip You can also right-click on an album and select Find album info, but that typically looks for alternate albums, not just album art.

tip The new album art also appears when you view the album's tracks in the Windows 8 Music app.

Finding Places Using the Maps App



Route
16 mi, 27 min

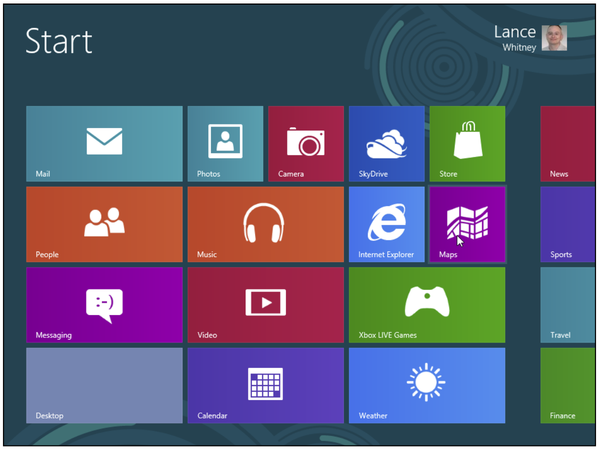
A 560 Madison Ave, New York, NY 10022
Depart Madison Ave toward E 56th St

1 0 mi
Turn right onto E 56th St

2

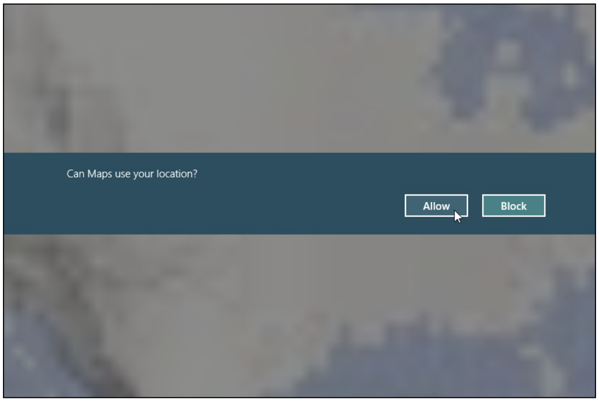
Belleville
North Arlington
Secaucus
North Bergen
West New York
Union City
New Jersey Tpke
Kearny
Newark
Harrison
Pulaski Skyway
Hoboken
Jersey City
Union Hill
Upper West Side
Manhattan
Central Park
Hells Kitchen
Theatre District
Garment District
Chelsea
Meat Packing District
Gramercy Park
Greenwich Village
West Village
Soho
Tribeca
Little Italy
Bowery
East Village
Kips Bay
Peter Cooper Village
507
501
7
280
95
675
685
495
1
A
B
© 2012 Microsoft Corporation

The Maps app starts off by displaying a map of your country and then quickly zooms in to your current location if you allowed the app to do so. You can drag the map to view other nearby areas. You can zoom out to see the entire country or the world or zoom in to see a specific state, city, or address. You can change the view of the map between a road view and an aerial view. You can map out directions between any two locations. And using the Search charm, you can search not just for states and cities but also restaurants, stores, and other businesses. This task explains how to find places using the Maps app.



Start
Lance
Whitney
Mail
Photos
Camera
SkyDrive
Store
News
People
Music
Internet Explorer
Maps
Sports
Messaging
Video
Xbox LIVE Games
Travel
Desktop
Calendar
Weather
Finance

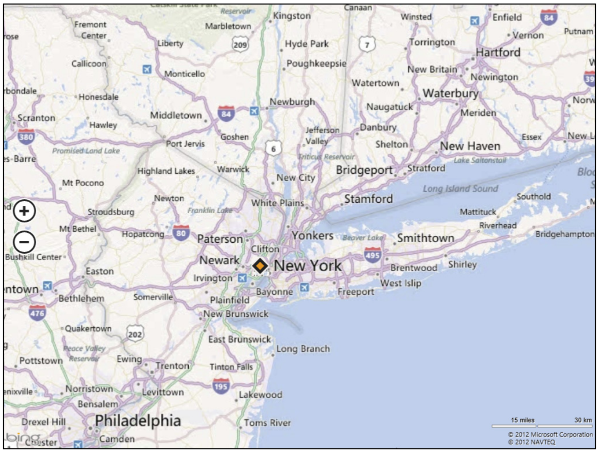
1 Open the Maps app: Open the Maps app by clicking its Start screen tile.



Can Maps use your location?

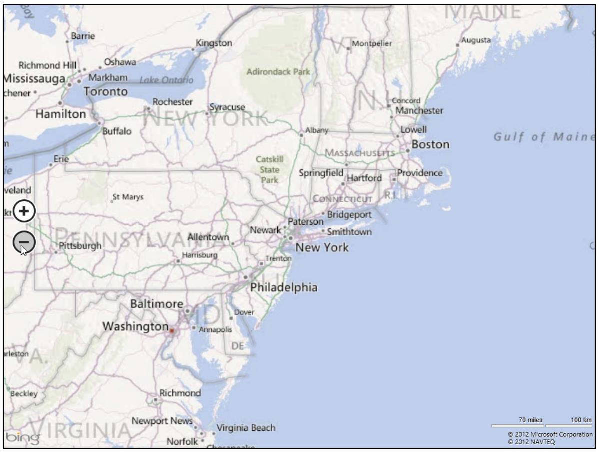
Allow
Block

2 Allow Maps to use your location: The first time you open the app, it asks if it can use your location. If you click Block, you will have to type your address any time you want to map out directions from your current location. If you are comfortable having the app find your location, click Allow.



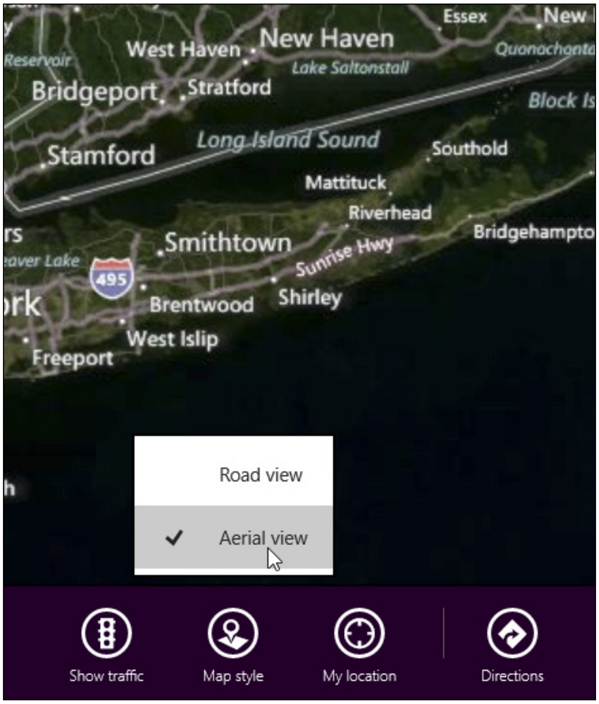
Hartford
Waterbury
New Haven
Bridgeport
Stamford
Yonkers
Smithtown
Paterson
Newark
New York
Long Island Sound
Trenton
Philadelphia
© 2012 Microsoft Corporation
© 2012 NAVTEQ

3 View your location: The map zeros in on your current location and displays a gold diamond pinpointing your specific address.



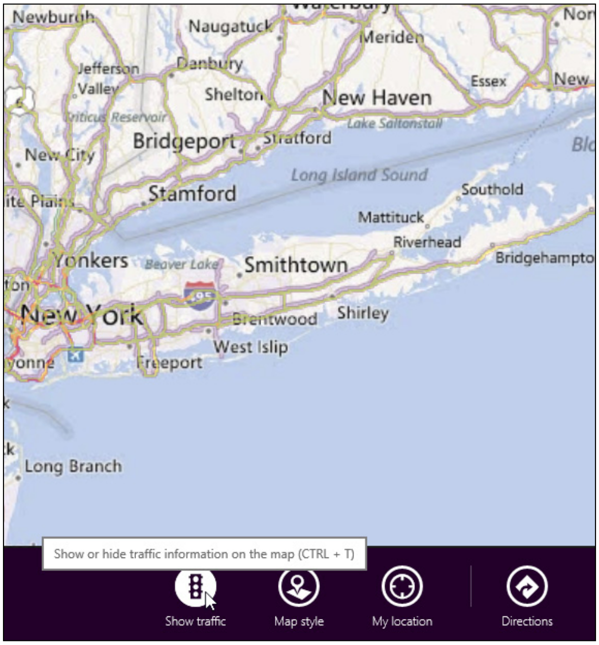
MAINE
Toronto
Hamilton
NEW YORK
Boston
Gulf of Maine
PENNSYLVANIA
New York
Philadelphia
Baltimore
Washington
Richmond
VIRGINIA
© 2012 Microsoft Corporation
© 2012 NAVTEQ

4 Zoom in or out: Click the Zoom in button (+) to zoom in. Click the Zoom out button (–) to zoom out. Move your cursor around the map if the Zoom in and Zoom out buttons do not appear.



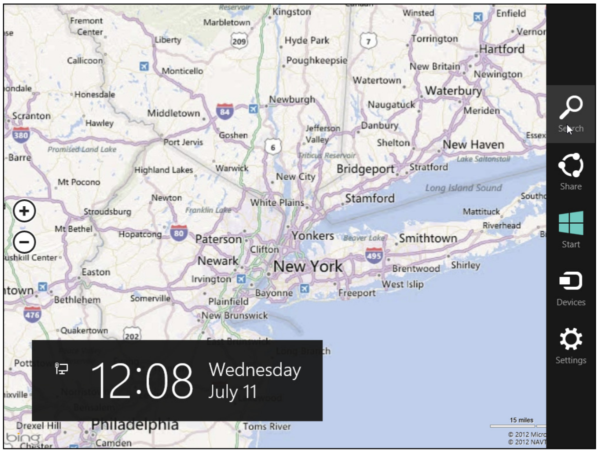
New Haven
West Haven
Bridgeport
Stratford
Stamford
Long Island Sound
Southold
Mattituck
Riverhead
Smithtown
Brentwood
Shirley
West Islip
Freeport
Road view
✓ Aerial view
Show traffic
Map style
My location
Directions

5 Change map style: Right-click anywhere on the map to display the app bar. Click the Map style icon and select Aerial view. You now have a top-down aerial view of your location. Right-click anywhere on the map to display the app bar again. Click the Map style icon and select Road view to return to the road view.

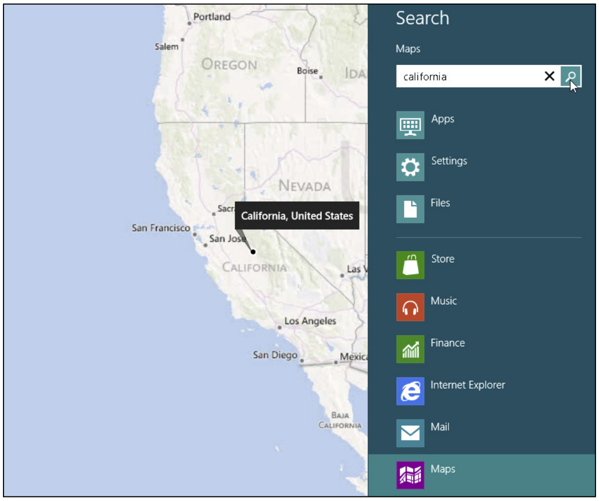


Newburgh
Naugatuck
Meriden
Danbury
Shelton
New Haven
Bridgeport
Stratford
Stamford
Long Island Sound
Southold
Mattituck
Riverhead
Yonkers
Smithtown
New York
Brentwood
Shirley
West Islip
Freeport
Long Branch
Show or hide traffic information on the map (CTRL + T)
Show traffic
Map style
My location
Directions

6 Show traffic: Right-click anywhere on the map to display the app bar. Click the Show traffic icon. The map displays the major highways and roads indicating traffic conditions. Right-click anywhere on the map to display the app bar again. Click the Show traffic icon again to turn off traffic display.


Search
Share
Start
Devices
Settings
12:08
Wednesday
July 11

7 Open the Search charm: Move your mouse to the lower-right hot corner to display the Charms bar. Click the Search charm.

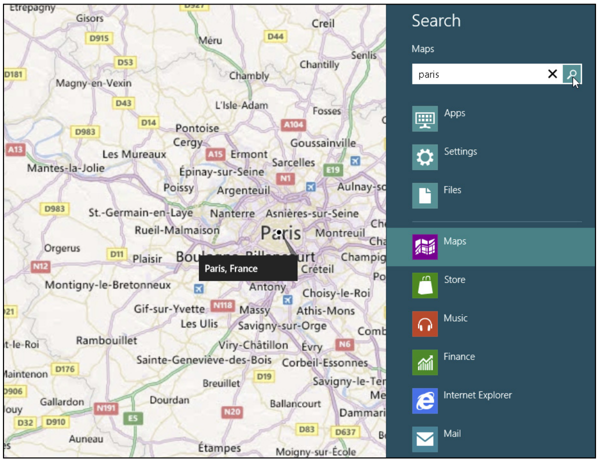

Search

Maps

california

California, United States
Apps
Settings
Files
Store
Music
Finance
Internet Explorer
Mail
Maps

8 Search for a state: In the search field, type the name of a state, such as California. Click the Search icon. The map displays California.

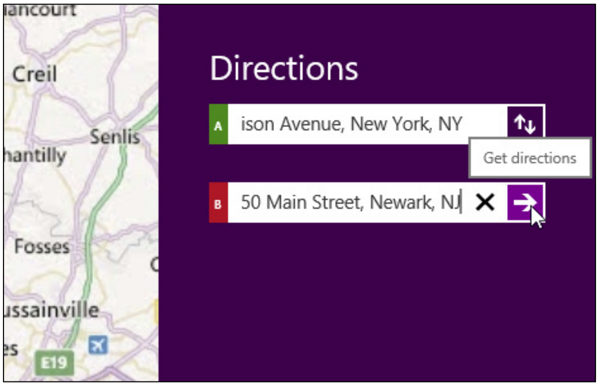

Search

Maps

paris

Paris, France
Apps
Settings
Files
Maps
Store
Music
Finance
Internet Explorer
Mail

9 Search for a city: In the search field, erase the name California and type the name of a city, such as Paris. Click the Search icon. The map displays Paris, France.


Directions

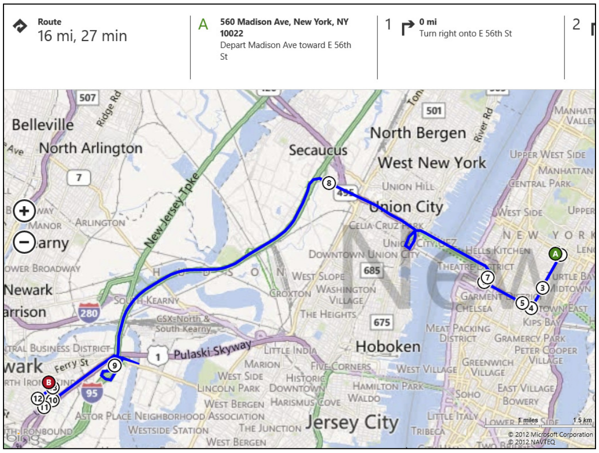
A ison Avenue, New York, NY

B 50 Main Street, Newark, NJ

Get directions

10 Get directions: Right-click on the map to display the app bar. Click the Directions icon. If you allowed Maps to use your current location, the A field displays My Location. If not, then you need to manually type the address for your current location. In the B field, type the address, city, and state of your destination. Click the right arrow next to the destination.

tip You may need to add the state or country to your search term to find a specific city. When you search for a city without listing state or country, Maps assumes the most obvious city — Rome, Italy, instead of Rome, New York.



Route
16 mi, 27 min

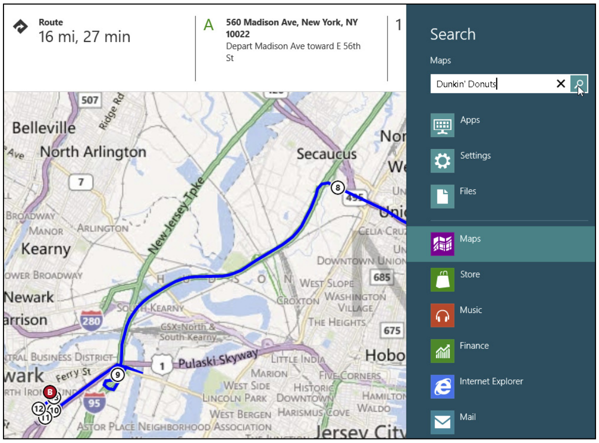
A 560 Madison Ave, New York, NY 10022
Depart Madison Ave toward E 56th St

1 0 mi
Turn right onto E 56th St

2

Belleville
North Arlington
Secaucus
North Bergen
West New York
Union City
Kearny
Newark
Harrison
Pulaski Skyway
Hoboken
Jersey City
New Jersey Tpke
Upper West Side
Manhattan
Hell's Kitchen
Midtown
Chelsea
Greenwich Village
SoHo
Tribeca
© 2012 Microsoft Corporation
© 2012 NAVTEQ

11 View directions to destination: The map displays the route in the bottom pane and the mileage, time, and turn-by-turn directions in the top pane.



Route
16 mi, 27 min

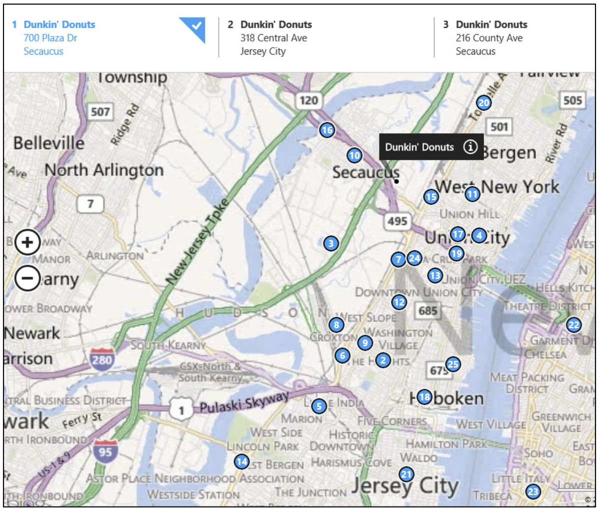
A 560 Madison Ave, New York, NY 10022
Depart Madison Ave toward E 56th St

1

Search
Maps
Dunkin' Donuts

Apps
Settings
Files
Maps
Store
Music
Finance
Internet Explorer
Mail
Belleville
North Arlington
Secaucus
Kearny
Newark
Harrison
Pulaski Skyway
Hoboken
Jersey City

12 Search for a business: In the search field, type the name of a business, such as Dunkin' Donuts. Click the Search icon.



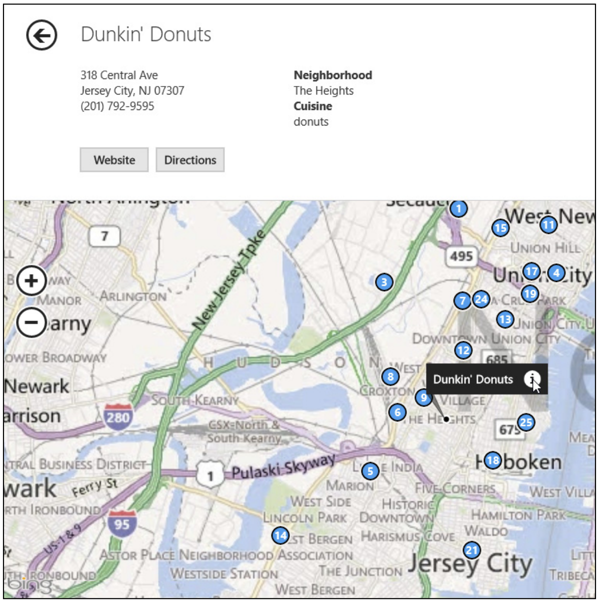
1 Dunkin' Donuts
700 Plaza Dr
Secaucus

2 Dunkin' Donuts
318 Central Ave
Jersey City

3 Dunkin' Donuts
216 County Ave
Secaucus

Dunkin' Donuts
Township
Belleville
North Arlington
Secaucus
Bergen
West New York
Union City
Kearny
Newark
Harrison
Pulaski Skyway
Hoboken
Jersey City

13 View results: The map displays a list of local Dunkin' Donuts shops in and around your destination. Use your mouse to scroll through the list of Dunkin' Donuts shops.



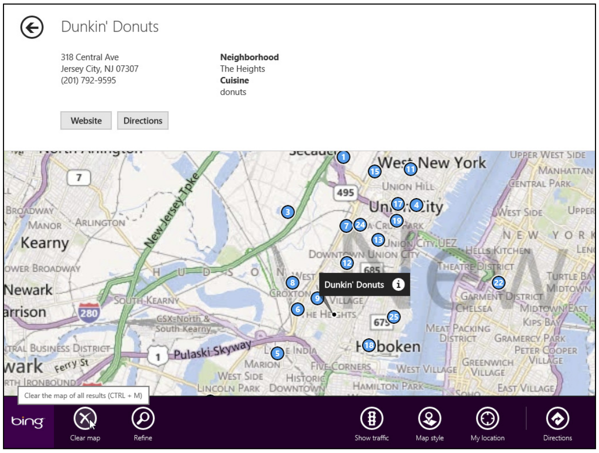
Dunkin' Donuts

318 Central Ave
Jersey City, NJ 07307
(201) 792-9595

Neighborhood
The Heights
Cuisine
donuts

Website
Directions
Dunkin' Donuts
West New York
Union Hill
Union City
Kearny
Newark
Harrison
Pulaski Skyway
Hoboken
Jersey City

14 View a specific location: Click on a particular shop, and the map shows its location. Click the circled letter i icon on the map to view the address, a link to the website for the store or company, and a link for directions.


Dunkin' Donuts
Website
Directions
Dunkin' Donuts
Clear the map of all results (CTRL + M)
bing
Clear map
Refine
Show traffic
Map style
My location
Directions

318 Central Ave
Jersey City, NJ 07307
(201) 792-9595

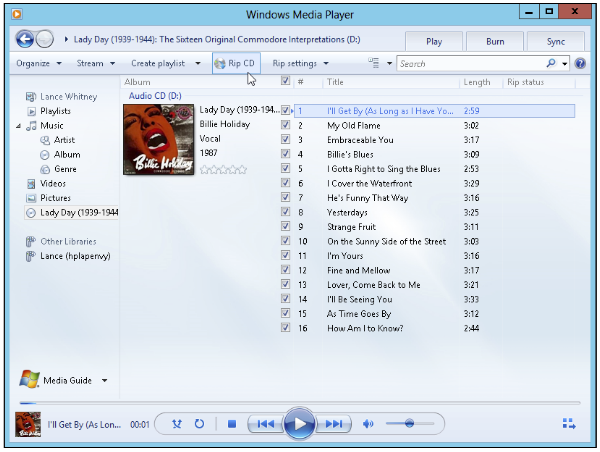
Neighborhood
The Heights
Cuisine
donuts

15 Clear map: Right-click on the map to display the app bar. Click the Clear map icon to return to the normal map view.

tip You can print a location or set of directions using the Device charm from the Charms bar.

Quick Fix

Ripping a CD in Windows 8


Windows Media Player
Lady Day (1939-1944): The Sixteen Original Commodore Interpretations (D:)
Play
Burn
Sync
Organize
Stream
Create playlist
Rip CD
Rip settings
Search
Lance Whitney
Playlists
Music
Artist
Album
Genre
Videos
Pictures
Lady Day (1939-1944
Other Libraries
Lance (hplapenvy)
Media Guide
I'll Get By (As Lon... 00:01

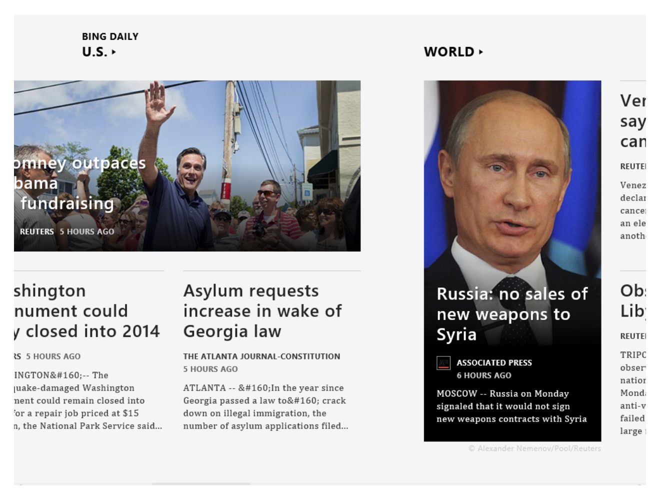
Audio CD (D:)

Lady Day (1939-194...
Billie Holiday
Vocal
1987

Album	☑	#	Title	Length	Rip status
	☑	1	I'll Get By (As Long as I Have Yo...	2:59	
	☑	2	My Old Flame	3:02	
	☑	3	Embraceable You	3:17	
	☑	4	Billie's Blues	3:09	
	☑	5	I Gotta Right to Sing the Blues	2:53	
	☑	6	I Cover the Waterfront	3:29	
	☑	7	He's Funny That Way	3:16	
	☑	8	Yesterdays	3:25	
	☑	9	Strange Fruit	3:11	
	☑	10	On the Sunny Side of the Street	3:03	
	☑	11	I'm Yours	3:16	
	☑	12	Fine and Mellow	3:17	
	☑	13	Lover, Come Back to Me	3:21	
	☑	14	I'll Be Seeing You	3:33	
	☑	15	As Time Goes By	3:12	
	☑	16	How Am I to Know?	2:44	

At the Start screen, type **Windows Media Player**. In the search results, click on the app for Windows Media Player. Insert your CD. If Windows Media Player starts playing the CD, click the Stop button. To customize the options for ripping a CD, click Rip settings and choose the various options for format, audio quality, and more. When finished, click Rip CD. The CD's tracks are added to your Windows Music library.

Getting the News with the News App



omney outpaces bama fundraising

REUTERS 5 HOURS AGO

shington nument could y closed into 2014

RS 5 HOURS AGO

INGTON&#160;-- The juake-damaged Washington nent could remain closed into for a repair job priced at $15 n, the National Park Service said...

Asylum requests increase in wake of Georgia law

THE ATLANTA JOURNAL-CONSTITUTION
5 HOURS AGO

ATLANTA -- &#160;In the year since Georgia passed a law to&#160; crack down on illegal immigration, the number of asylum applications filed...

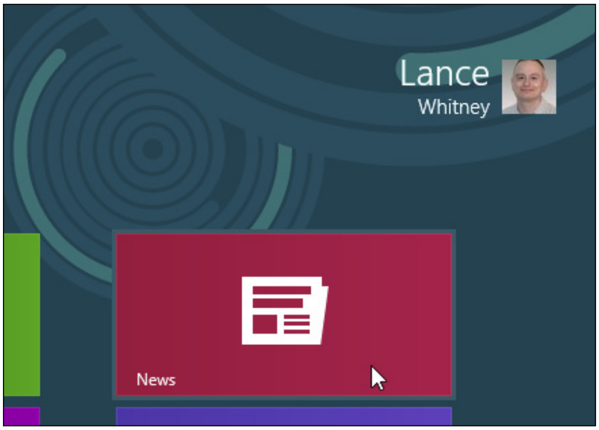
Russia: no sales of new weapons to Syria

ASSOCIATED PRESS
6 HOURS AGO

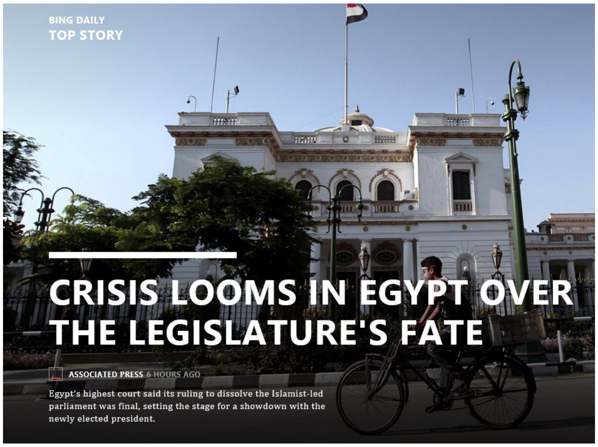
MOSCOW -- Russia on Monday signaled that it would not sign new weapons contracts with Syria

© Alexander Nemenov/Pool/Reuters

True to its name, the News app fills you in on the latest news. Starting with the top story of the day and then displaying the new items across a variety of categories, the app covers stories focusing on your own country, the world, technology, business, entertainment, politics, sports, and health. You can view the latest trending news stories and look at stories from a specific source, such as the Associated Press, the *New York Times,* the *Wall Street Journal, National Geographic,* and many others. You can also search for different people, events, and other items in the news and add the topics that most interest you to your own news page. This task explains how to get the news with the News app.



1 Open the News app: Open the News app by clicking its Start screen tile.



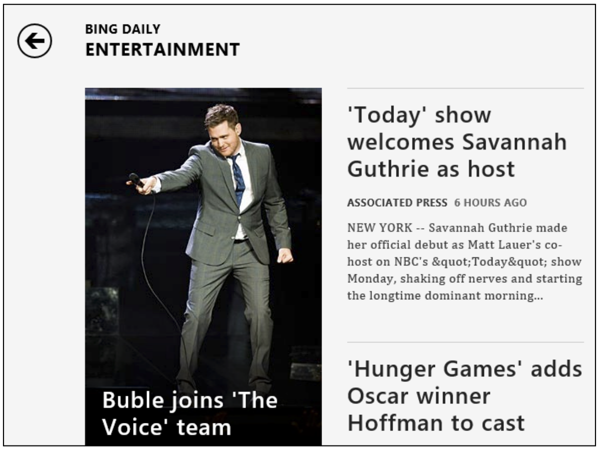
BING DAILY
TOP STORY

CRISIS LOOMS IN EGYPT OVER THE LEGISLATURE'S FATE

ASSOCIATED PRESS 6 HOURS AGO

Egypt's highest court said its ruling to dissolve the Islamist-led parliament was final, setting the stage for a showdown with the newly elected president.

2 View app: The News app opens to reveal a featured photo and link to the top news story.



BING DAILY
ENTERTAINMENT

Buble joins 'The Voice' team

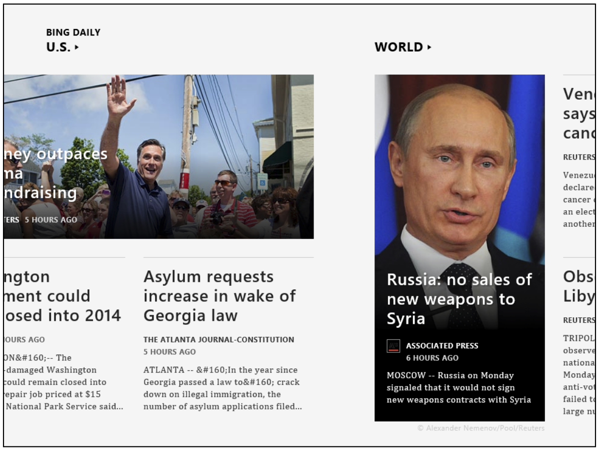
'Today' show welcomes Savannah Guthrie as host

ASSOCIATED PRESS 6 HOURS AGO

NEW YORK -- Savannah Guthrie made her official debut as Matt Lauer's co-host on NBC's &quot;Today&quot; show Monday, shaking off nerves and starting the longtime dominant morning...

'Hunger Games' adds Oscar winner Hoffman to cast

4 View stories for a specific category: Click on a specific category, such as entertainment, to view its headlines.



BING DAILY
U.S. ▸

ney outpaces
ma
ndraising
TERS 5 HOURS AGO

ngton
ment could
osed into 2014
OURS AGO
ON&#160;-- The
-damaged Washington
could remain closed into
epair job priced at $15
National Park Service said...

Asylum requests increase in wake of Georgia law

THE ATLANTA JOURNAL-CONSTITUTION
5 HOURS AGO

ATLANTA -- &#160;In the year since Georgia passed a law to&#160; crack down on illegal immigration, the number of asylum applications filed...

WORLD ▸

Russia: no sales of new weapons to Syria

ASSOCIATED PRESS
6 HOURS AGO

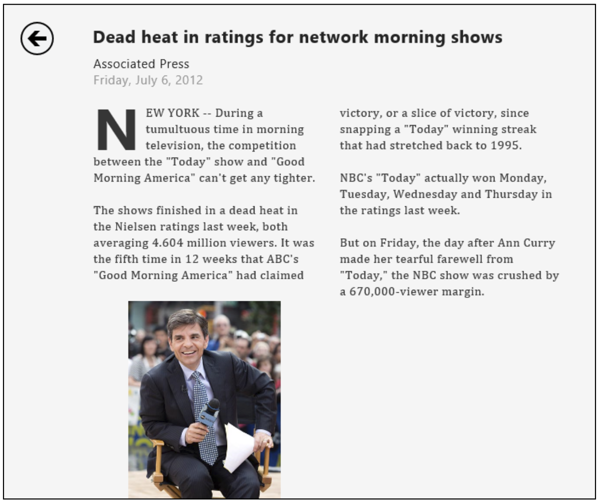
MOSCOW -- Russia on Monday signaled that it would not sign new weapons contracts with Syria

© Alexander Nemenov/Pool/Reuters

Ven
says
canc
REUTERS
Venezu
declare
cancer
an elect
another

Obs
Liby
REUTERS
TRIPOL
observe
nationa
Monday
anti-vot
failed t
large nu

3 View more information: Scroll to the right to see headlines for news stories across other categories, such as the U.S., the world, technology, business, entertainment, politics, sports, and health.



Dead heat in ratings for network morning shows

Associated Press
Friday, July 6, 2012

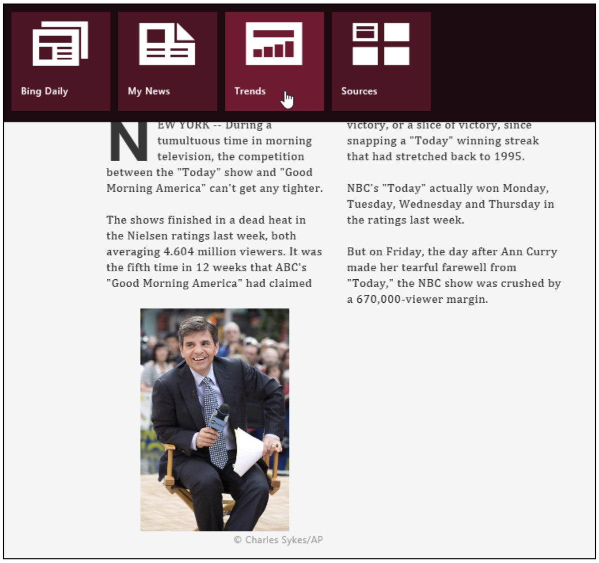
NEW YORK -- During a tumultuous time in morning television, the competition between the "Today" show and "Good Morning America" can't get any tighter.

The shows finished in a dead heat in the Nielsen ratings last week, both averaging 4.604 million viewers. It was the fifth time in 12 weeks that ABC's "Good Morning America" had claimed victory, or a slice of victory, since snapping a "Today" winning streak that had stretched back to 1995.

NBC's "Today" actually won Monday, Tuesday, Wednesday and Thursday in the ratings last week.

But on Friday, the day after Ann Curry made her tearful farewell from "Today," the NBC show was crushed by a 670,000-viewer margin.

5 View a specific story: Click a specific headline to view the full story.



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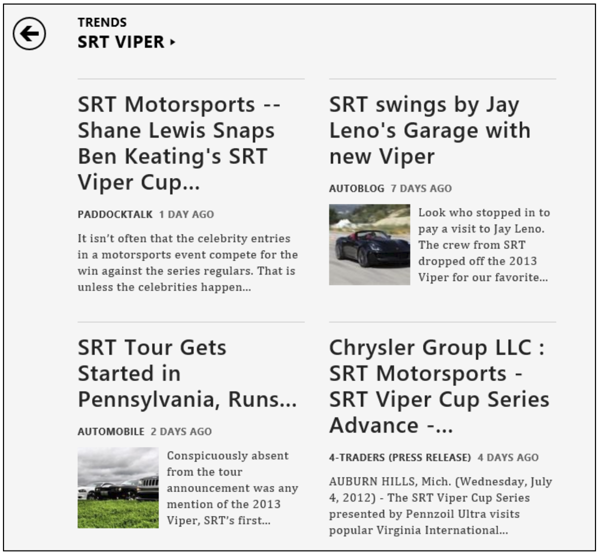
But on Friday, the day after Ann Curry made her tearful farewell from "Today," the NBC show was crushed by a 670,000-viewer margin.

© Charles Sykes/AP

6 Access top trends: Right-click on the screen. From the top bar, click the Trends button to view trending news items.



TRENDS
SRT VIPER ▸

SRT Motorsports -- Shane Lewis Snaps Ben Keating's SRT Viper Cup...

PADDOCKTALK 1 DAY AGO

It isn't often that the celebrity entries in a motorsports event compete for the win against the series regulars. That is unless the celebrities happen...

SRT swings by Jay Leno's Garage with new Viper

AUTOBLOG 7 DAYS AGO

Look who stopped in to pay a visit to Jay Leno. The crew from SRT dropped off the 2013 Viper for our favorite...

SRT Tour Gets Started in Pennsylvania, Runs...

AUTOMOBILE 2 DAYS AGO

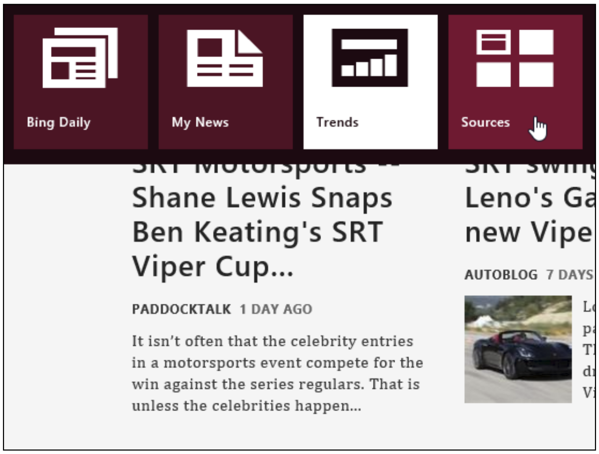
Conspicuously absent from the tour announcement was any mention of the 2013 Viper, SRT's first...

Chrysler Group LLC : SRT Motorsports - SRT Viper Cup Series Advance -...

4-TRADERS (PRESS RELEASE) 4 DAYS AGO

AUBURN HILLS, Mich. (Wednesday, July 4, 2012) - The SRT Viper Cup Series presented by Pennzoil Ultra visits popular Virginia International...

7 View top trends: Stories from among the top trends appear.



Shane Lewis Snaps Ben Keating's SRT Viper Cup...

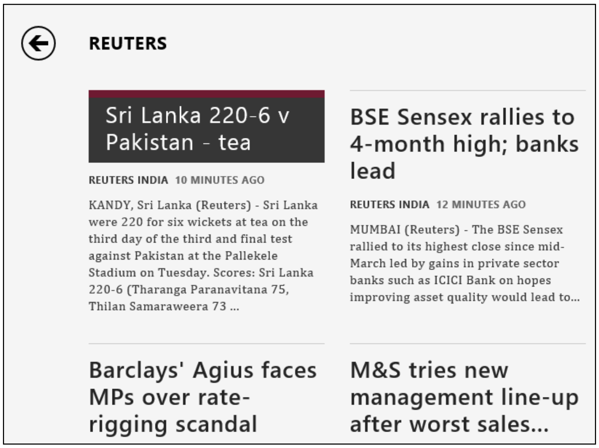
PADDOCKTALK 1 DAY AGO

It isn't often that the celebrity entries in a motorsports event compete for the win against the series regulars. That is unless the celebrities happen...

Leno's Ga
new Vipe

AUTOBLOG 7 DAYS

8 Access stories from a specific source: Right-click on the screen. From the top bar, click the Sources button to view a list of all sources supplying the stores for the News app.



REUTERS

Sri Lanka 220-6 v Pakistan - tea

REUTERS INDIA 10 MINUTES AGO

KANDY, Sri Lanka (Reuters) - Sri Lanka were 220 for six wickets at tea on the third day of the third and final test against Pakistan at the Pallekele Stadium on Tuesday. Scores: Sri Lanka 220-6 (Tharanga Paranavitana 75, Thilan Samaraweera 73 ...

BSE Sensex rallies to 4-month high; banks lead

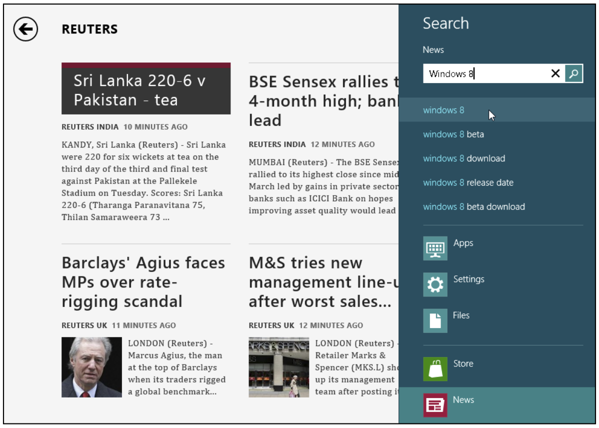
REUTERS INDIA 12 MINUTES AGO

MUMBAI (Reuters) - The BSE Sensex rallied to its highest close since mid-March led by gains in private sector banks such as ICICI Bank on hopes improving asset quality would lead to...

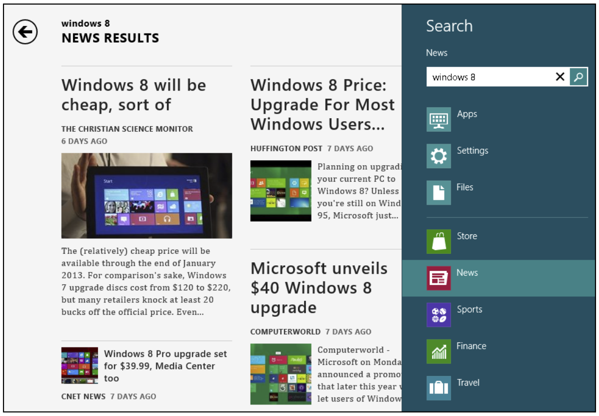
Barclays' Agius faces MPs over rate-rigging scandal

M&S tries new management line-up after worst sales...

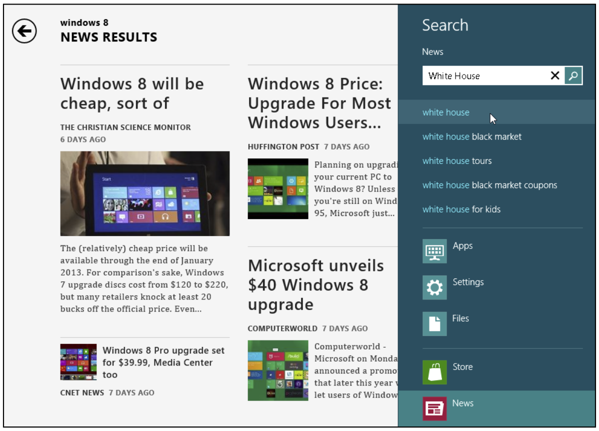
9 View stories from a specific source: Click on a specific source to view the latest stories just from that source.


REUTERS
Sri Lanka 220-6 v Pakistan - tea
BSE Sensex rallies t 4-month high; ban lead
Barclays' Agius faces MPs over rate-rigging scandal
M&S tries new management line-u after worst sales...
Search
News
Windows 8
windows 8
windows 8 beta
windows 8 download
windows 8 release date
windows 8 beta download
Apps
Settings
Files
Store
News

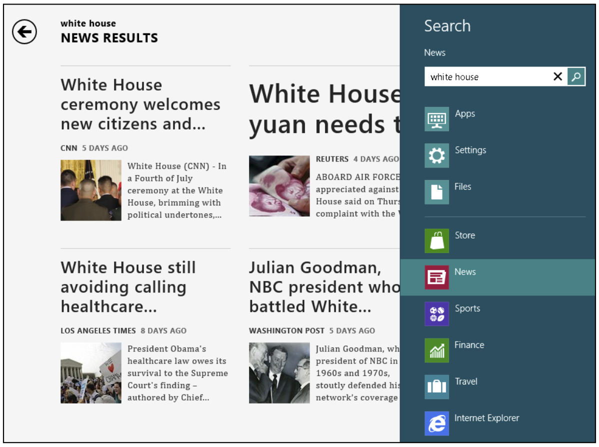
10 Search for a news item: Move your mouse to the lower-right hot corner to display the Charms bar. Click the Search charm. In the search field, type the name of an item that may be in the news, such as **Windows 8**. Suggested topics appear below the search field. Click the one that says Windows 8.


windows 8
NEWS RESULTS
Windows 8 will be cheap, sort of
THE CHRISTIAN SCIENCE MONITOR
6 DAYS AGO
Windows 8 Price: Upgrade For Most Windows Users...
HUFFINGTON POST 7 DAYS AGO
Microsoft unveils $40 Windows 8 upgrade
COMPUTERWORLD 7 DAYS AGO
Windows 8 Pro upgrade set for $39.99, Media Center too
CNET NEWS 7 DAYS AGO
Search
News
windows 8
Apps
Settings
Files
Store
News
Sports
Finance
Travel

11 View news items on search term: A list of stories on Windows 8 appears in the left pane.

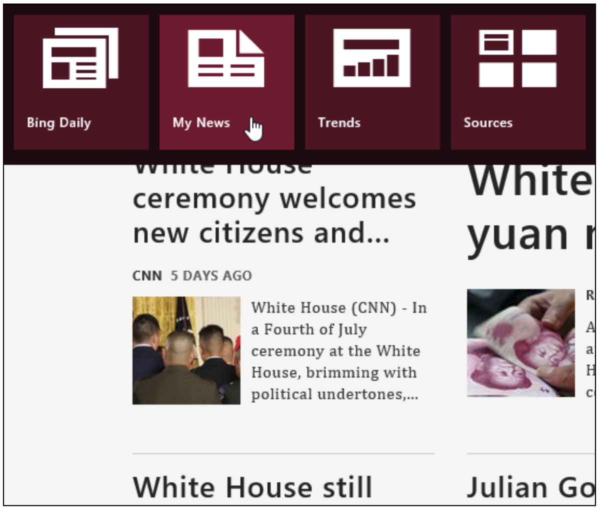

windows 8
NEWS RESULTS
Windows 8 will be cheap, sort of
Windows 8 Price: Upgrade For Most Windows Users...
Microsoft unveils $40 Windows 8 upgrade
Windows 8 Pro upgrade set for $39.99, Media Center too
Search
News
White House
white house
white house black market
white house tours
white house black market coupons
white house for kids
Apps
Settings
Files
Store
News

12 Search for another news item: In the search bar's search field, delete Windows 8 as the search term and type another item, such as **White House**. Suggested topics appear below the search field. Click the one that says White House.


white house
NEWS RESULTS
White House ceremony welcomes new citizens and...
CNN 5 DAYS AGO
White House yuan needs t
REUTERS 4 DAYS AGO
White House still avoiding calling healthcare...
LOS ANGELES TIMES 8 DAYS AGO
Julian Goodman, NBC president who battled White...
WASHINGTON POST 5 DAYS AGO
Search
News
white house
Apps
Settings
Files
Store
News
Sports
Finance
Travel
Internet Explorer

13 View news items on search term: A list of stories concerning the White House appears in the left pane.

tip The News app's live tile can display the latest news headlines and photos.



ceremony welcomes new citizens and...

CNN 5 DAYS AGO

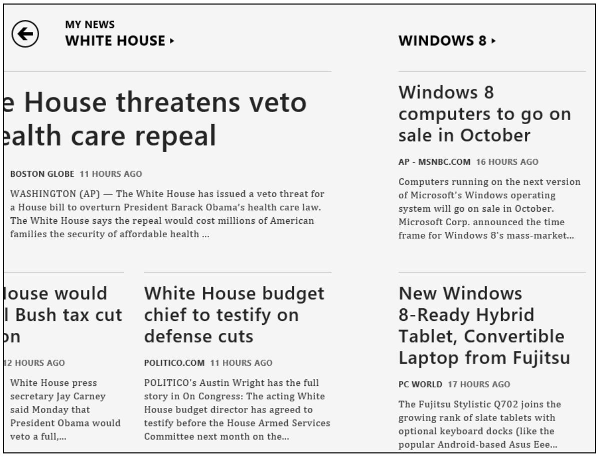
White House (CNN) - In a Fourth of July ceremony at the White House, brimming with political undertones,...

White yuan r

White House still

Julian Go

14 Access recent items: Right-click on the screen. From the top bar, click the My News button.



e House threatens veto ealth care repeal

BOSTON GLOBE 11 HOURS AGO

WASHINGTON (AP) — The White House has issued a veto threat for a House bill to overturn President Barack Obama's health care law. The White House says the repeal would cost millions of American families the security of affordable health ...

louse would l Bush tax cut on

12 HOURS AGO

White House press secretary Jay Carney said Monday that President Obama would veto a full,...

White House budget chief to testify on defense cuts

POLITICO.COM 11 HOURS AGO

POLITICO's Austin Wright has the full story in On Congress: The acting White House budget director has agreed to testify before the House Armed Services Committee next month on the...

Windows 8 computers to go on sale in October

AP - MSNBC.COM 16 HOURS AGO

Computers running on the next version of Microsoft's Windows operating system will go on sale in October. Microsoft Corp. announced the time frame for Windows 8's mass-market...

New Windows 8-Ready Hybrid Tablet, Convertible Laptop from Fujitsu

PC WORLD 17 HOURS AGO

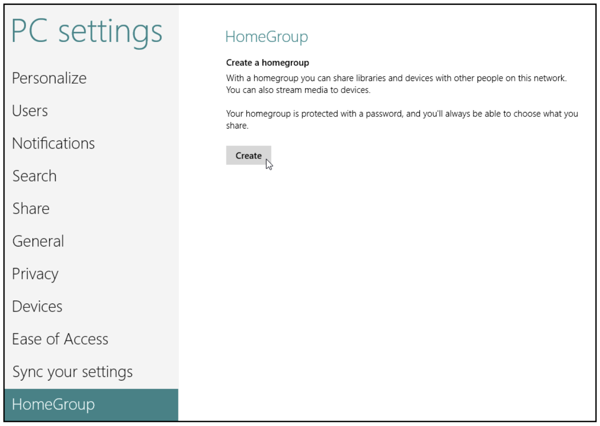
The Fujitsu Stylistic Q702 joins the growing rank of slate tablets with optional keyboard docks (like the popular Android-based Asus Eee...

15 View recent items: A My News page appears showing the latest headlines for the items you just found — White House and Windows 8.

tip To clear your search history, display the Charms bar and click the Settings charm. Click the Settings links and click Clear history.

Quick Fix

Creating a HomeGroup



HomeGroup

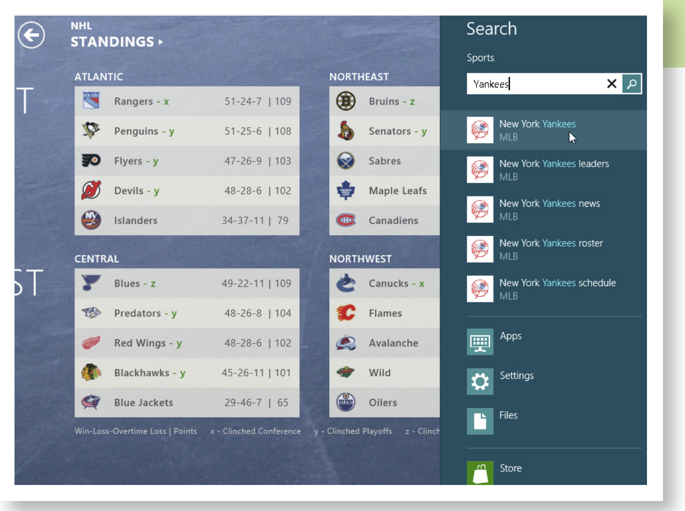
Create a homegroup

With a homegroup you can share libraries and devices with other people on this network. You can also stream media to devices.

Your homegroup is protected with a password, and you'll always be able to choose what you share.

At the Start screen, type the word **homegroup**. Click Settings. In the search results, click HomeGroup. In the HomeGroup section, click Create. After the homegroup is created, choose which files you want to share. Make a note of the membership password.

Following Favorite Teams with the Sports App



NHL

STANDINGS ▸

ATLANTIC

Rangers - x	51-24-7 | 109
Penguins - y	51-25-6 | 108
Flyers - y	47-26-9 | 103
Devils - y	48-28-6 | 102
Islanders	34-37-11 | 79

NORTHEAST

Bruins - z
Senators - y
Sabres
Maple Leafs
Canadiens

CENTRAL

Blues - z	49-22-11 | 109
Predators - y	48-26-8 | 104
Red Wings - y	48-28-6 | 102
Blackhawks - y	45-26-11 | 101
Blue Jackets	29-46-7 | 65

NORTHWEST

Canucks - x
Flames
Avalanche
Wild
Oilers

Win-Loss-Overtime Loss | Points x - Clinched Conference y - Clinched Playoffs z - Clinch

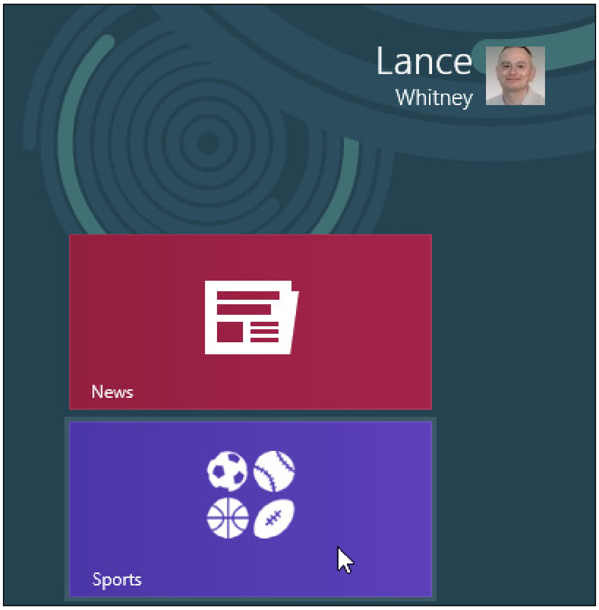
Search

Sports

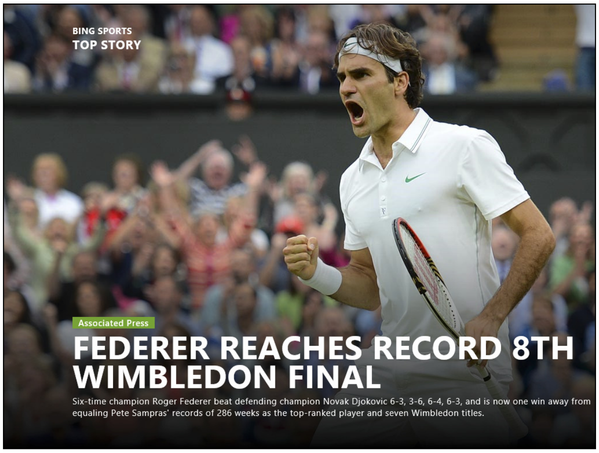
Yankees

T
ST
New York Yankees
MLB
New York Yankees leaders
MLB
New York Yankees news
MLB
New York Yankees roster
MLB
New York Yankees schedule
MLB
Apps
Settings
Files
Store

Geared for all sports fans, the Sports app provides the latest news, scores, and other information on baseball, football, hockey, tennis, golf, soccer, and racing. You can view the latest news headlines and stories in the world of sports, catch the scores to last night's games, and view upcoming schedules. You can easily switch from one sport to another and remove any sports you do not want to follow. You can also add your favorite teams to get full details on their latest games, news, schedules, player rosters, and team stats. This task explains how to set up the Sports app to get the latest news and follow your favorite teams.


Lance
Whitney
News
Sports

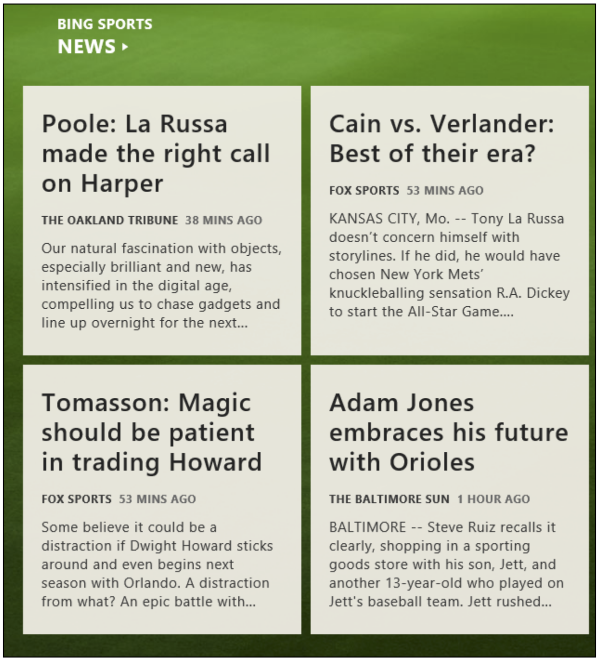
1 Open the Sports app: Open the Sports app by clicking its Start screen tile.



FEDERER REACHES RECORD 8TH WIMBLEDON FINAL

Six-time champion Roger Federer beat defending champion Novak Djokovic 6-3, 3-6, 6-4, 6-3, and is now one win away from equaling Pete Sampras' records of 286 weeks as the top-ranked player and seven Wimbledon titles.

2 View app: The Sports app opens to reveal a featured photo and link to a news story.



Poole: La Russa made the right call on Harper

THE OAKLAND TRIBUNE 38 MINS AGO

Our natural fascination with objects, especially brilliant and new, has intensified in the digital age, compelling us to chase gadgets and line up overnight for the next...

Cain vs. Verlander: Best of their era?

FOX SPORTS 53 MINS AGO

KANSAS CITY, Mo. -- Tony La Russa doesn't concern himself with storylines. If he did, he would have chosen New York Mets' knuckleballing sensation R.A. Dickey to start the All-Star Game....

Tomasson: Magic should be patient in trading Howard

FOX SPORTS 53 MINS AGO

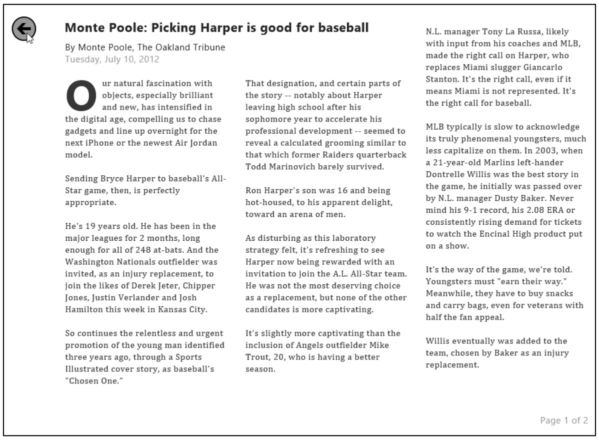
Some believe it could be a distraction if Dwight Howard sticks around and even begins next season with Orlando. A distraction from what? An epic battle with...

Adam Jones embraces his future with Orioles

THE BALTIMORE SUN 1 HOUR AGO

BALTIMORE -- Steve Ruiz recalls it clearly, shopping in a sporting goods store with his son, Jett, and another 13-year-old who played on Jett's baseball team. Jett rushed...

3 View information: Scroll to the right to see links to more news stories.



Monte Poole: Picking Harper is good for baseball

By Monte Poole, The Oakland Tribune
Tuesday, July 10, 2012

Our natural fascination with objects, especially brilliant and new, has intensified in the digital age, compelling us to chase gadgets and line up overnight for the next iPhone or the newest Air Jordan model.

Sending Bryce Harper to baseball's All-Star game, then, is perfectly appropriate.

He's 19 years old. He has been in the major leagues for 2 months, long enough for all of 248 at-bats. And the Washington Nationals outfielder was invited, as an injury replacement, to join the likes of Derek Jeter, Chipper Jones, Justin Verlander and Josh Hamilton this week in Kansas City.

So continues the relentless and urgent promotion of the young man identified three years ago, through a Sports Illustrated cover story, as baseball's "Chosen One."

That designation, and certain parts of the story -- notably about Harper leaving high school after his sophomore year to accelerate his professional development -- seemed to reveal a calculated grooming similar to that which former Raiders quarterback Todd Marinovich barely survived.

Ron Harper's son was 16 and being hot-housed, to his apparent delight, toward an arena of men.

As disturbing as this laboratory strategy felt, it's refreshing to see Harper now being rewarded with an invitation to join the A.L. All-Star team. He was not the most deserving choice as a replacement, but none of the other candidates is more captivating.

It's slightly more captivating than the inclusion of Angels outfielder Mike Trout, 20, who is having a better season.

N.L. manager Tony La Russa, likely with input from his coaches and MLB, made the right call on Harper, who replaces Miami slugger Giancarlo Stanton. It's the right call, even if it means Miami is not represented. It's the right call for baseball.

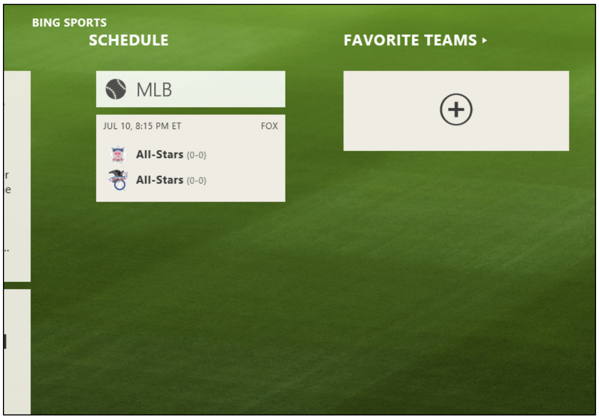
MLB typically is slow to acknowledge its truly phenomenal youngsters, much less capitalize on them. In 2003, when a 21-year-old Marlins left-hander Dontrelle Willis was the best story in the game, he initially was passed over by N.L. manager Dusty Baker. Never mind his 9-1 record, his 2.08 ERA or consistently rising demand for tickets to watch the Encinal High product put on a show.

It's the way of the game, we're told. Youngsters must "earn their way." Meanwhile, they have to buy snacks and carry bags, even for veterans with half the fan appeal.

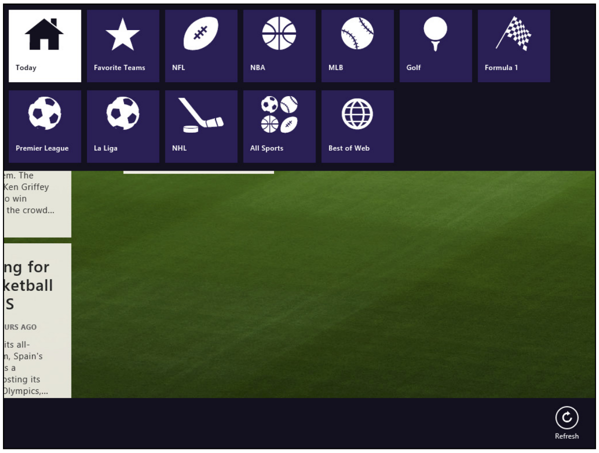
Willis eventually was added to the team, chosen by Baker as an injury replacement.

Page 1 of 2

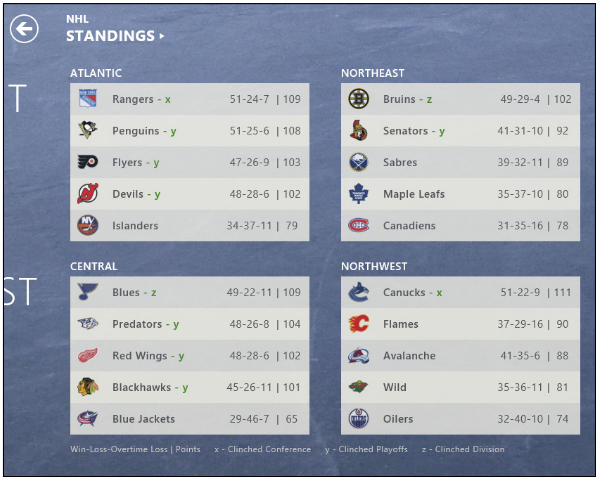
4 View a story: Click one of the stories to read it full screen. Click the Back button to return to the main screen.



5 View more information: Scroll farther to the right to see a schedule of ongoing and upcoming games.


Today
Favorite Teams
NFL
NBA
MLB
Golf
Formula 1
Premier League
La Liga
NHL
All Sports
Best of Web
Refresh

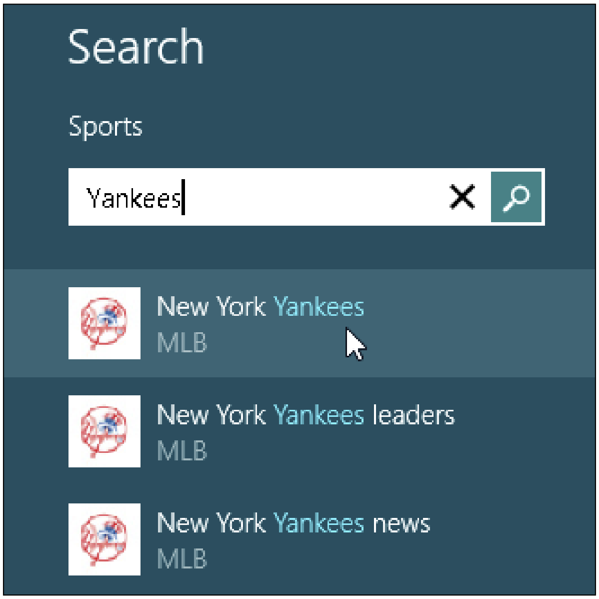
6 View links to all sports and leagues: Right-click anywhere on the screen to display the top bar. The bar displays buttons for different sports and sports leagues, including Major League Baseball, the National Hockey League, the National Basketball Association, and the National Football League.


NHL
STANDINGS ▸

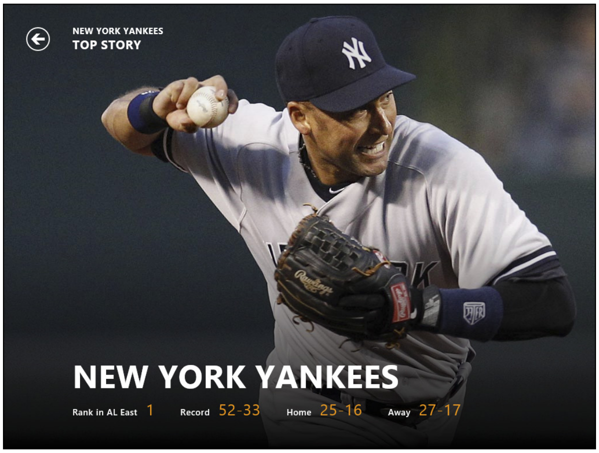
ATLANTIC		NORTHEAST	
Rangers - x	51-24-7 | 109	Bruins - z	49-29-4 | 102
Penguins - y	51-25-6 | 108	Senators - y	41-31-10 | 92
Flyers - y	47-26-9 | 103	Sabres	39-32-11 | 89
Devils - y	48-28-6 | 102	Maple Leafs	35-37-10 | 80
Islanders	34-37-11 | 79	Canadiens	31-35-16 | 78
CENTRAL		**NORTHWEST**	
Blues - z	49-22-11 | 109	Canucks - x	51-22-9 | 111
Predators - y	48-26-8 | 104	Flames	37-29-16 | 90
Red Wings - y	48-28-6 | 102	Avalanche	41-35-6 | 88
Blackhawks - y	45-26-11 | 101	Wild	35-36-11 | 81
Blue Jackets	29-46-7 | 65	Oilers	32-40-10 | 74

Win-Loss-Overtime Loss | Points x - Clinched Conference y - Clinched Playoffs z - Clinched Division

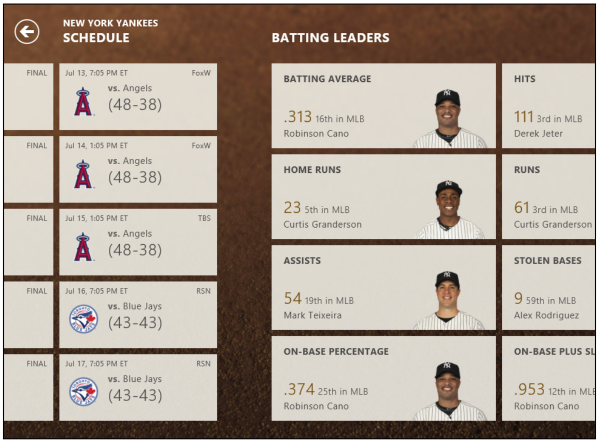
7 View a specific sport: Click on one of the leagues, such as the National Hockey League, to view the latest news stories, schedules, standings, leading players, and leading teams.


Search
Sports
Yankees
New York Yankees
MLB
New York Yankees leaders
MLB
New York Yankees news
MLB

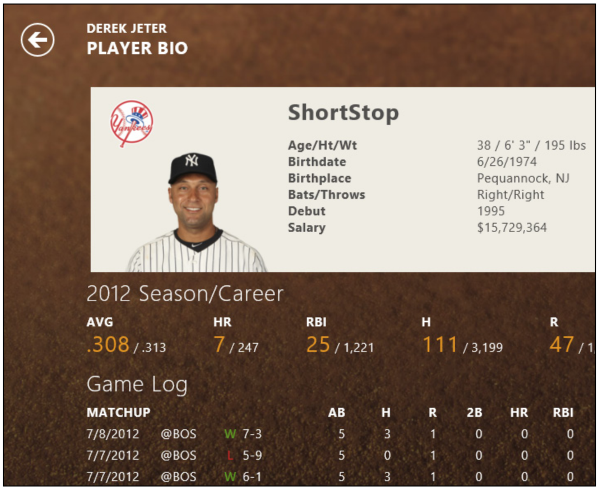
8 Search for a team or player: Move your mouse to the lower-right hot corner to display the Charms bar. Click the Search charm. In the search field, type the name of a team or player. The Yankees are used for this example. Type **Yankees** in the search field. Suggestions for the Yankees appear below the search bar. Click on the first result for New York Yankees MLB.


NEW YORK YANKEES
TOP STORY
NEW YORK YANKEES
Rank in AL East 1
Record 52-33
Home 25-16
Away 27-17

9 View information on team: A page on the Yankees appears with a photo and other details on the latest news. Click on the screen to turn off the search bar.


NEW YORK YANKEES
SCHEDULE
FINAL Jul 13, 7:05 PM ET FoxW vs. Angels (48-38)
FINAL Jul 14, 1:05 PM ET FoxW vs. Angels (48-38)
FINAL Jul 15, 1:05 PM ET TBS vs. Angels (48-38)
FINAL Jul 16, 7:05 PM ET RSN vs. Blue Jays (43-43)
FINAL Jul 17, 7:05 PM ET RSN vs. Blue Jays (43-43)
BATTING LEADERS
BATTING AVERAGE .313 16th in MLB Robinson Cano
HITS 111 3rd in MLB Derek Jeter
HOME RUNS 23 5th in MLB Curtis Granderson
RUNS 61 3rd in MLB Curtis Granderson
ASSISTS 54 19th in MLB Mark Teixeira
STOLEN BASES 9 59th in MLB Alex Rodriguez
ON-BASE PERCENTAGE .374 25th in MLB Robinson Cano
ON-BASE PLUS SL .953 12th in MLB Robinson Cano

10 View more information on team: Scroll to the right to view more news stories, upcoming schedules, team leaders, stats, and the team roster.


DEREK JETER
PLAYER BIO
ShortStop

Age/Ht/Wt	38 / 6' 3" / 195 lbs
Birthdate	6/26/1974
Birthplace	Pequannock, NJ
Bats/Throws	Right/Right
Debut	1995
Salary	$15,729,364

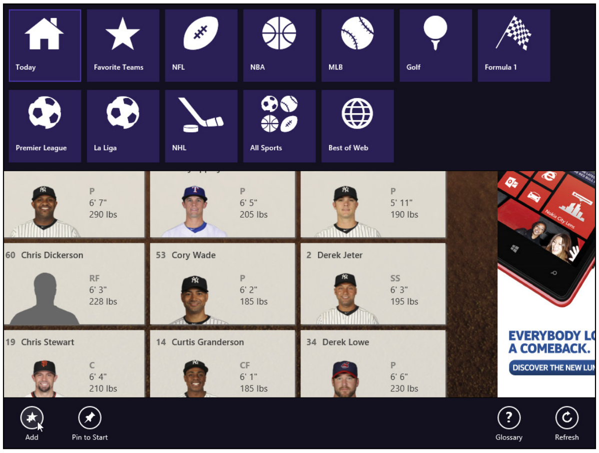
2012 Season/Career

AVG	HR	RBI	H	R
.308 / .313	7 / 247	25 / 1,221	111 / 3,199	47 / 1

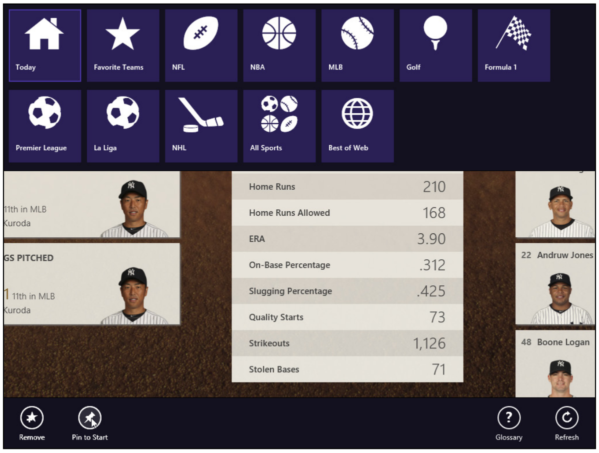
Game Log

MATCHUP			AB	H	R	2B	HR	RBI
7/8/2012	@BOS	W 7-3	5	3	1	0	0	0
7/7/2012	@BOS	L 5-9	5	0	1	0	0	0
7/7/2012	@BOS	W 6-1	5	3	1	0	0	0

11 View a player: In the team roster section, click on a specific player to view his stats and news items. Click the Back button to return to the previous screen.

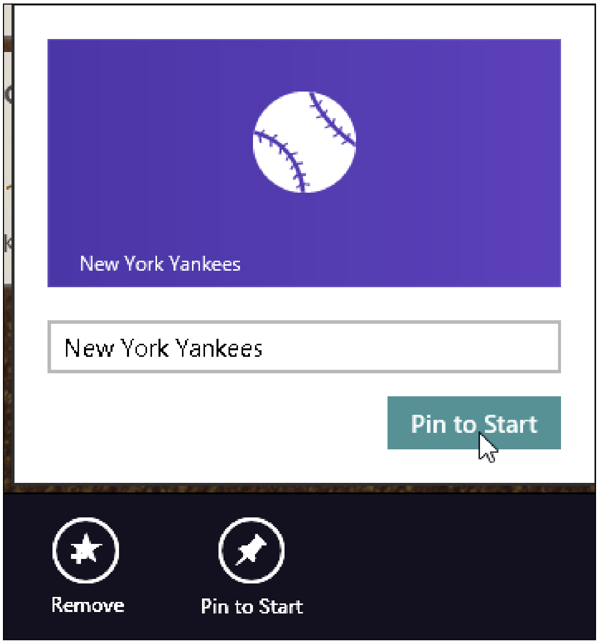

Today
Favorite Teams
NFL
NBA
MLB
Golf
Formula 1
Premier League
La Liga
NHL
All Sports
Best of Web
P 6' 7" 290 lbs
P 6' 5" 205 lbs
P 5' 11" 190 lbs
60 Chris Dickerson RF 6' 3" 228 lbs
53 Cory Wade P 6' 2" 185 lbs
2 Derek Jeter SS 6' 3" 195 lbs
19 Chris Stewart C 6' 4" 210 lbs
14 Curtis Granderson CF 6' 1" 185 lbs
34 Derek Lowe P 6' 6" 230 lbs
EVERYBODY L
A COMEBACK.
DISCOVER THE NEW LU
Add
Pin to Start
Glossary
Refresh

12 Add your favorite team: Right-click anywhere on the screen to display the app bar and the top bar. From the app bar, click the Add button. The team is added to your list of favorite teams.


Today
Favorite Teams
NFL
NBA
MLB
Golf
Formula 1
Premier League
La Liga
NHL
All Sports
Best of Web
11th in MLB
Kuroda
GS PITCHED
1 11th in MLB
Kuroda
22 Andruw Jones
48 Boone Logan
Remove
Pin to Start
Glossary
Refresh

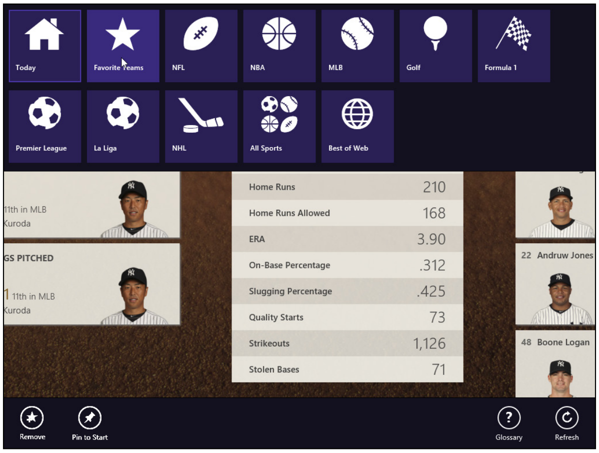
Home Runs	210
Home Runs Allowed	168
ERA	3.90
On-Base Percentage	.312
Slugging Percentage	.425
Quality Starts	73
Strikeouts	1,126
Stolen Bases	71

13 Pin your favorite team: Right-click on the screen again. From the app bar, click the Pin button.


New York Yankees
Pin to Start
Remove
Pin to Start

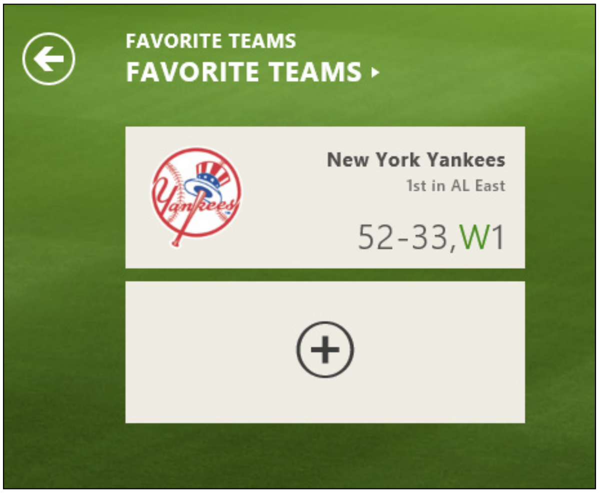
New York Yankees

14 Pin to Start: Keep the name New York Yankees and click Pin to Start. A tile displaying the team information is added to the Start screen.


Today
Favorite Teams
NFL
NBA
MLB
Golf
Formula 1
Premier League
La Liga
NHL
All Sports
Best of Web
11th in MLB
Kuroda
GS PITCHED
11th in MLB
Kuroda
22 Andruw Jones
48 Boone Logan
Remove
Pin to Start
Glossary
Refresh

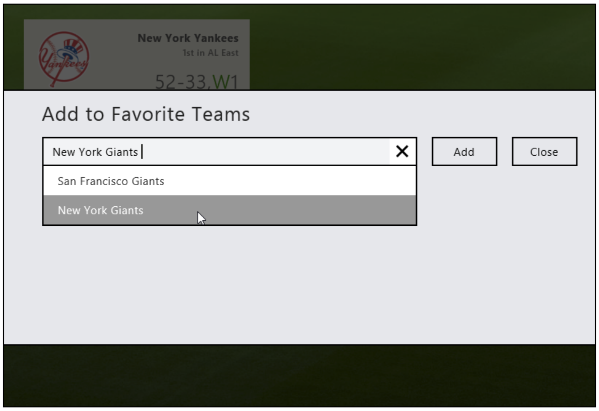
Home Runs	210
Home Runs Allowed	168
ERA	3.90
On-Base Percentage	.312
Slugging Percentage	.425
Quality Starts	73
Strikeouts	1,126
Stolen Bases	71

15 Access favorite teams: Right-click anywhere on the screen to display the app bar and the top bar. From the top bar, click the Favorite Teams button.


FAVORITE TEAMS
FAVORITE TEAMS ▸

New York Yankees
1st in AL East
52-33,W1

16 View favorite teams: The Favorite Teams page opens to display a selection for the Yankees.

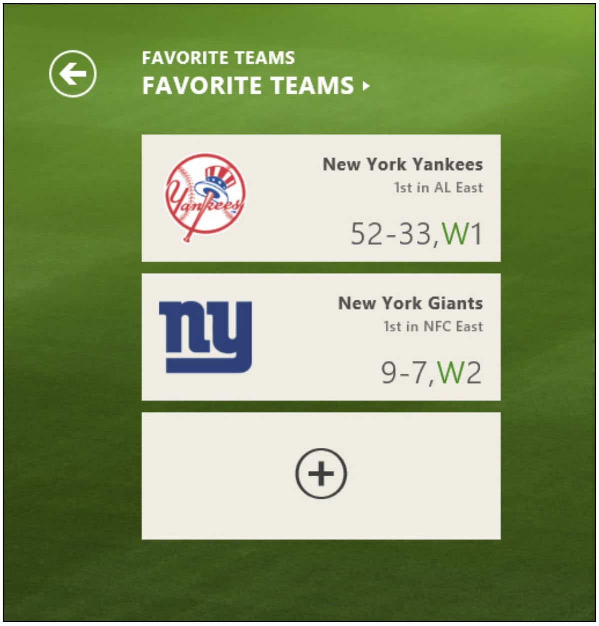

New York Yankees
1st in AL East
52-33,W1
Add
Close

Add to Favorite Teams

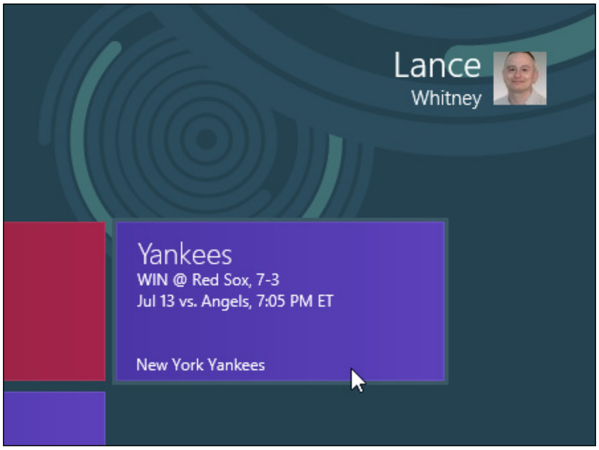
New York Giants

San Francisco Giants
New York Giants

17 Add another team: Under the box for the Yankees, click on the box with the plus sign. Type the name of another team, such as **New York Giants**. Click on the New York Giants from the suggested list under the search box and then click the Close button.


FAVORITE TEAMS
FAVORITE TEAMS ›
New York Yankees
1st in AL East
52-33,W1
New York Giants
1st in NFC East
9-7,W2

18 View favorite teams: The Favorite Teams page now displays selections for the Yankees and the Giants.

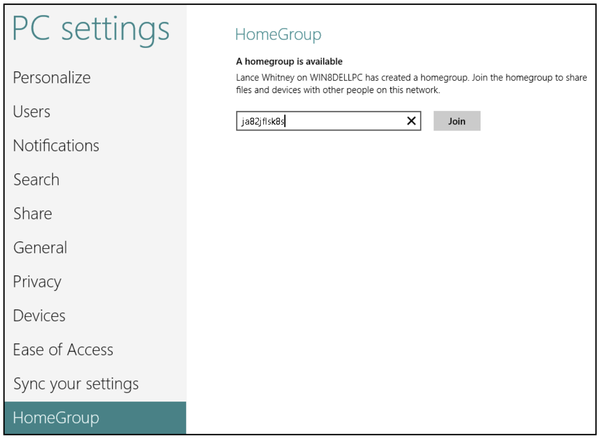

Lance
Whitney
Yankees
WIN @ Red Sox, 7-3
Jul 13 vs. Angels, 7:05 PM ET
New York Yankees

19 Return to Start screen: Press the Windows key to return to the Start screen. Scroll to the end of the screen. A new tile for the Yankees is displayed.

tip You can set up Start screen tiles for your favorite teams when their season starts and remove those tiles when the season ends.

Quick Fix

Joining a HomeGroup


PC settings
Personalize
Users
Notifications
Search
Share
General
Privacy
Devices
Ease of Access
Sync your settings
HomeGroup
HomeGroup
Join

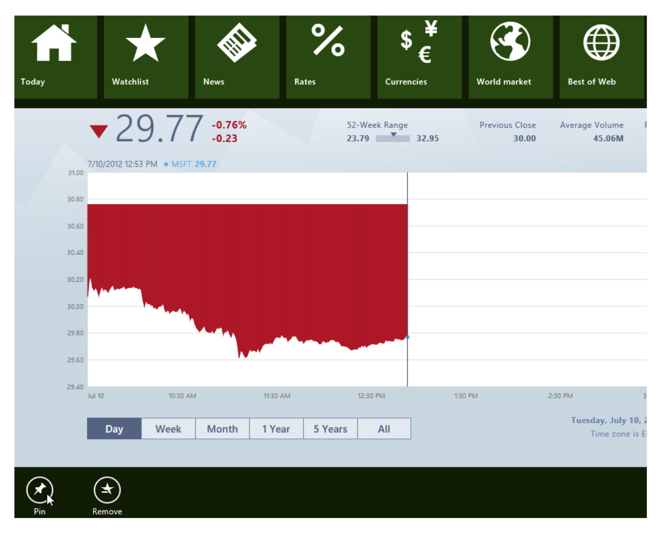
A homegroup is available

Lance Whitney on WIN8DELLPC has created a homegroup. Join the homegroup to share files and devices with other people on this network.

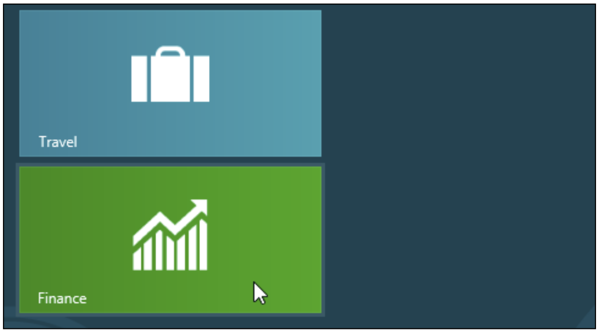
ja82jflsk8s

At the Start screen, type the word **homegroup**. Click Settings. In the search results, click HomeGroup. In the HomeGroup section, type the password for the homegroup. Click Join. After you join the homegroup, choose which files you want to share.

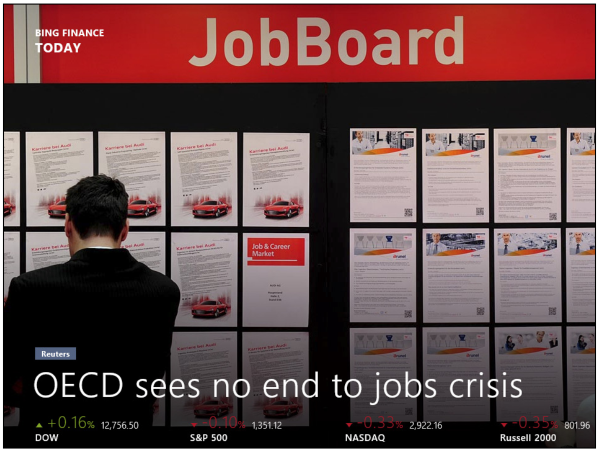
Tracking Your Investments with the Finance App


Today
Watchlist
News
Rates
Currencies
World market
Best of Web
29.77
-0.76%
-0.23
52-Week Range
23.79
32.95
Previous Close
30.00
Average Volume
45.06M
7/10/2012 12:53 PM
MSFT 29.77
31.00
30.80
30.60
30.40
30.20
30.00
29.80
29.60
29.40
Jul 10
10:30 AM
11:30 AM
12:30 PM
1:30 PM
2:30 PM
Day
Week
Month
1 Year
5 Years
All
Pin
Remove

The Finance app provides financial news and stock market information. As such, it is designed to keep you up to date on the latest financial stories along with the latest trends in the stock market, the trading prices of stocks, mortgage rates, mutual fund prices, and other data of interest to investors. You can search for specific stocks, mutual funds, and other investments and add them to your own personal watchlist or even pin them to the Start screen so you can stay abreast of their daily price fluctuations. This task explains how to use the Finance app to view the latest financial news and keep track of your investments.

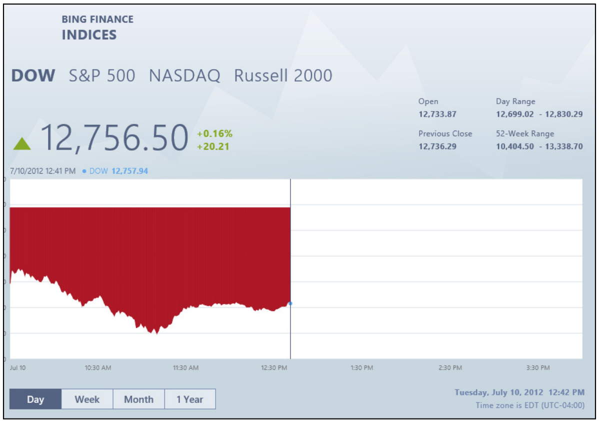

Travel
Finance

1 Open the Finance app: Open the Finance app by clicking its Start screen tile.


BING FINANCE
TODAY
JobBoard
Reuters
+0.16% 12,756.50
DOW
-0.10% 1,351.12
S&P 500
-0.33% 2,922.16
NASDAQ
-0.35% 801.96
Russell 2000

OECD sees no end to jobs crisis

2 View app: The Finance app opens to reveal a featured photo and link to a news story along with the latest figures for various stock market indices, such as the Dow and the NASDAQ.


BING FINANCE
INDICES
DOW
S&P 500
NASDAQ
Russell 2000
Jul 10
10:30 AM
11:30 AM
12:30 PM
1:30 PM
2:30 PM
3:30 PM
Day
Week
Month
1 Year

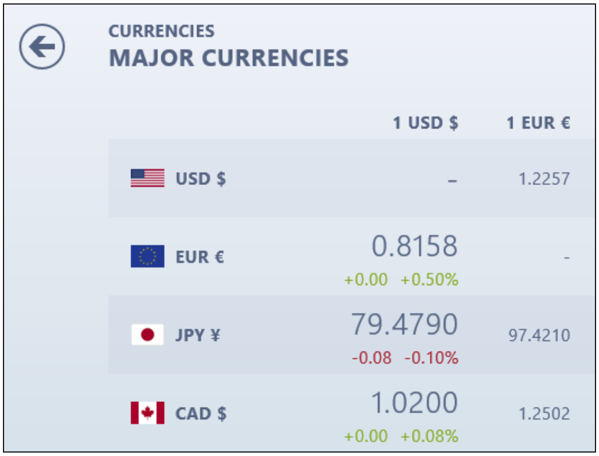
12,756.50 +0.16% +20.21

Open 12,733.87
Day Range 12,699.02 - 12,830.29
Previous Close 12,736.29
52-Week Range 10,404.50 - 13,338.70

7/10/2012 12:41 PM • DOW 12,757.94

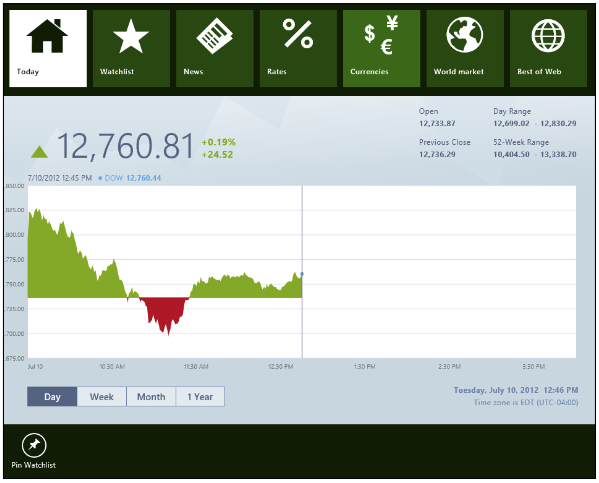
Tuesday, July 10, 2012 12:42 PM
Time zone is EDT (UTC-04:00)

3 View more information: Scroll to the right to see a detailed graph for the Dow, followed by news headlines, stock market movers, the latest numbers on bonds and commodities, interest rates, and mutual fund picks.


CURRENCIES
MAJOR CURRENCIES

	1 USD $	1 EUR €
USD $	–	1.2257
EUR €	0.8158 +0.00 +0.50%	-
JPY ¥	79.4790 -0.08 -0.10%	97.4210
CAD $	1.0200 +0.00 +0.08%	1.2502

5 View details on currencies: Click the Currencies button to get more details on that item.


Today
Watchlist
News
Rates
Currencies
World market
Best of Web
Jul 10
10:30 AM
11:30 AM
12:30 PM
1:30 PM
2:30 PM
3:30 PM
Day
Week
Month
1 Year
Pin Watchlist

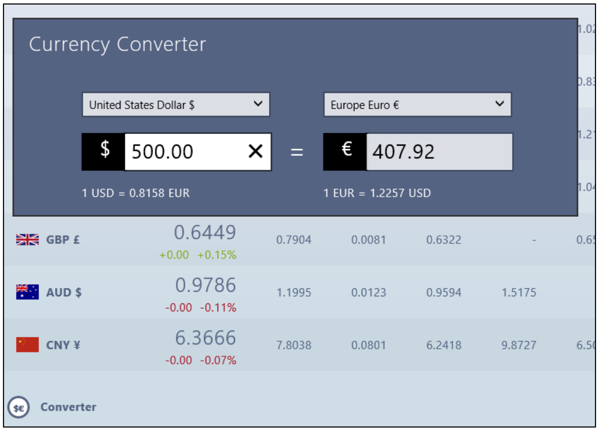
12,760.81 +0.19% +24.52

Open 12,733.87
Day Range 12,699.02 - 12,830.29
Previous Close 12,736.29
52-Week Range 10,404.50 - 13,338.70

7/10/2012 12:45 PM • DOW 12,760.44

Tuesday, July 10, 2012 12:46 PM
Time zone is EDT (UTC-04:00)

4 Access top bar: Right-click anywhere on the screen to display the top bar.


Currency Converter
Converter

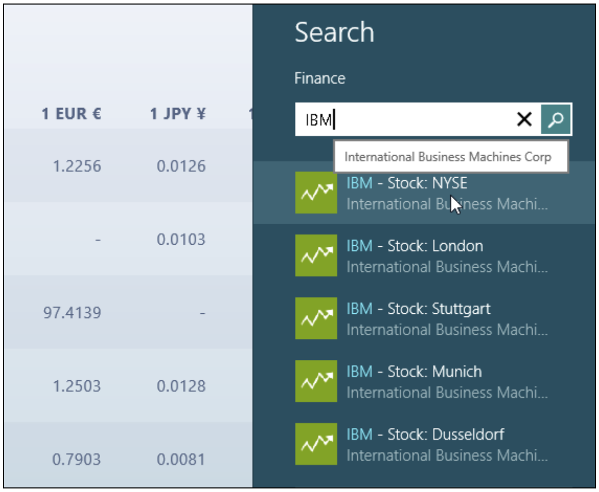
United States Dollar $ = Europe Euro €

$ 500.00 = € 407.92

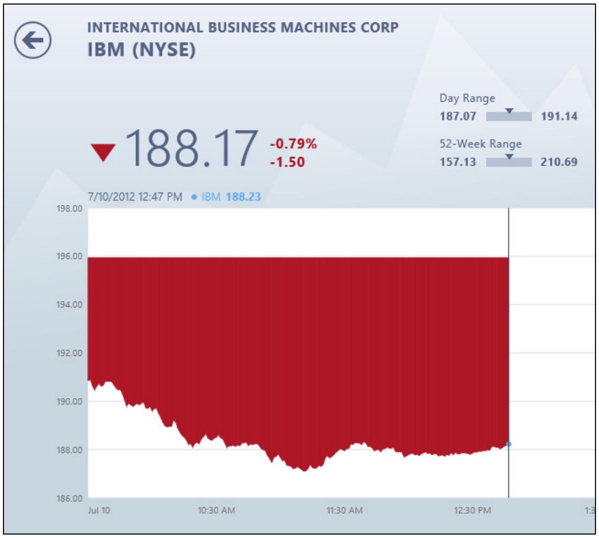
1 USD = 0.8158 EUR
1 EUR = 1.2257 USD

GBP £	0.6449 +0.00 +0.15%	0.7904	0.0081	0.6322	-	0.6
AUD $	0.9786 -0.00 -0.11%	1.1995	0.0123	0.9594	1.5175	
CNY ¥	6.3666 -0.00 -0.07%	7.8038	0.0801	6.2418	9.8727	6.5

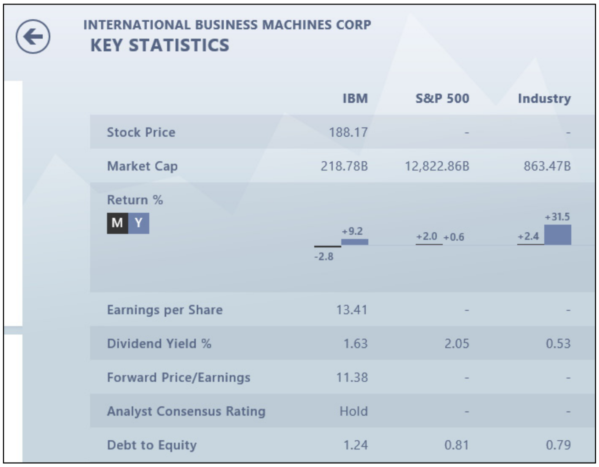
6 Convert currency: Click the Converter button to convert currency from one type to another.


1 EUR €
1 JPY ¥
1.2256
0.0126
-
0.0103
97.4139
-
1.2503
0.0128
0.7903
0.0081
Search
Finance
IBM
International Business Machines Corp
IBM - Stock: NYSE
International Business Machi...
IBM - Stock: London
International Business Machi...
IBM - Stock: Stuttgart
International Business Machi...
IBM - Stock: Munich
International Business Machi...
IBM - Stock: Dusseldorf
International Business Machi...

7 Search for a stock or investment: Move your mouse to the lower-right hot corner to display the Charms bar. Click the Search charm. In the search field, type the name or symbol for a stock, such as **IBM**. Suggestions for IBM appear below the search bar, including the stock traded on the New York Stock Exchange. Click that result.


INTERNATIONAL BUSINESS MACHINES CORP
IBM (NYSE)
188.17
-0.79%
-1.50
Day Range
187.07
191.14
52-Week Range
157.13
210.69
7/10/2012 12:47 PM
IBM 188.23
198.00
196.00
194.00
192.00
190.00
188.00
186.00
Jul 10
10:30 AM
11:30 AM
12:30 PM

8 View information on stock: A page on IBM appears, with a chart and other details tracking its stock price. Click on the screen to turn off the search bar.

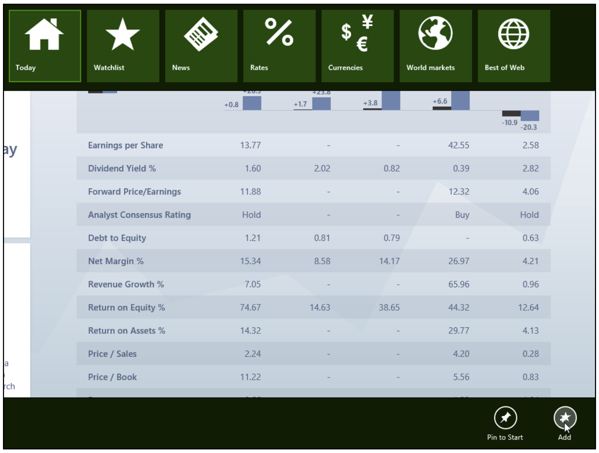

INTERNATIONAL BUSINESS MACHINES CORP

KEY STATISTICS

	IBM	S&P 500	Industry
Stock Price	188.17	-	-
Market Cap	218.78B	12,822.86B	863.47B
Return %			
Earnings per Share	13.41	-	-
Dividend Yield %	1.63	2.05	0.53
Forward Price/Earnings	11.38	-	-
Analyst Consensus Rating	Hold	-	-
Debt to Equity	1.24	0.81	0.79

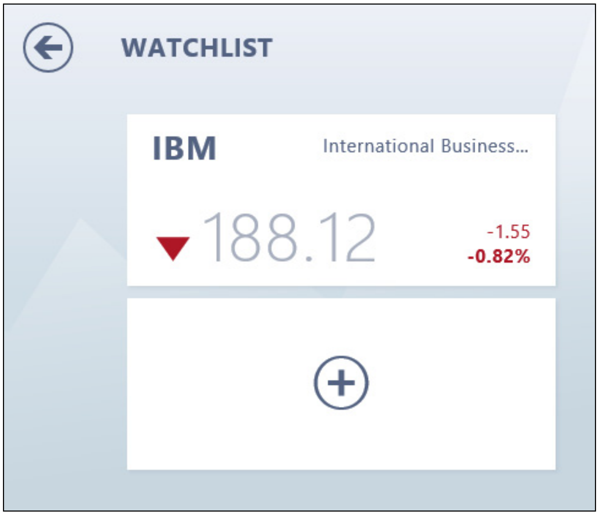
M
Y
+9.2
-2.8
+2.0
+0.6
+31.5
+2.4

9 View more information on stock: Scroll to the right to view the latest news, statistics, financial information, and fund ownership on IBM.

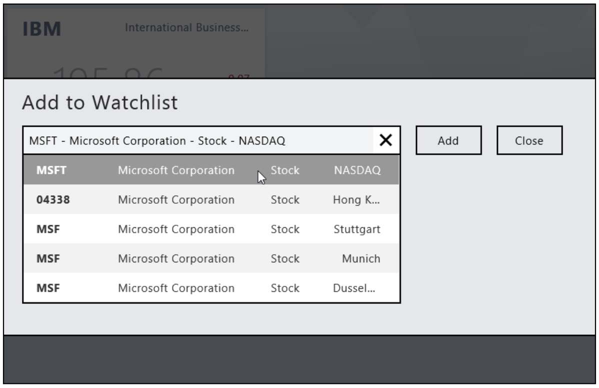

Today
Watchlist
News
Rates
Currencies
World markets
Best of Web
+0.8
+1.7
+3.8
+6.6
-10.9
-20.3
Pin to Start
Add

Earnings per Share	13.77	-	-	42.55	2.58
Dividend Yield %	1.60	2.02	0.82	0.39	2.82
Forward Price/Earnings	11.88	-	-	12.32	4.06
Analyst Consensus Rating	Hold	-	-	Buy	Hold
Debt to Equity	1.21	0.81	0.79	-	0.63
Net Margin %	15.34	8.58	14.17	26.97	4.21
Revenue Growth %	7.05	-	-	65.96	0.96
Return on Equity %	74.67	14.63	38.65	44.32	12.64
Return on Assets %	14.32	-	-	29.77	4.13
Price / Sales	2.24	-	-	4.20	0.28
Price / Book	11.22	-	-	5.56	0.83

10 Add stock to watchlist: Right-click on the screen. From the app bar, click the Add button. IBM is added to your watchlist.


WATCHLIST
IBM
International Business...
188.12
-1.55
-0.82%

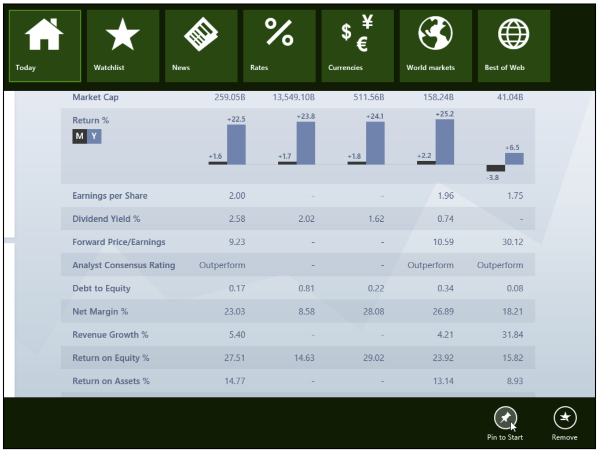
11 View watchlist: Right-click on the screen again. Click the Watchlist button on the top bar. IBM displays as one of your watchlist stocks.


IBM
International Business...
Add to Watchlist
Add
Close

MSFT - Microsoft Corporation - Stock - NASDAQ

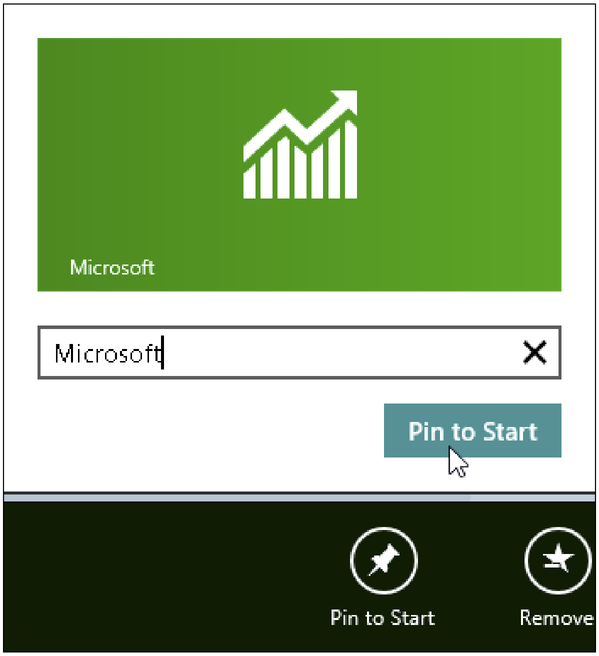
MSFT	Microsoft Corporation	Stock	NASDAQ
04338	Microsoft Corporation	Stock	Hong K...
MSF	Microsoft Corporation	Stock	Stuttgart
MSF	Microsoft Corporation	Stock	Munich
MSF	Microsoft Corporation	Stock	Dussel...

12 Add another stock to watchlist: Under the box for IBM, click on the box with the plus sign. Type the name of another company or ticker symbol, such as Microsoft. Suggestions for Microsoft appear, including one trading on the NASDAQ. Click that result. Microsoft is added to your watchlist.


Today
Watchlist
News
Rates
Currencies
World markets
Best of Web
Return %
M
Y
+22.5
+23.8
+24.1
+25.2
+6.5
+1.6
+1.7
+1.8
+2.2
-3.8
Pin to Start
Remove

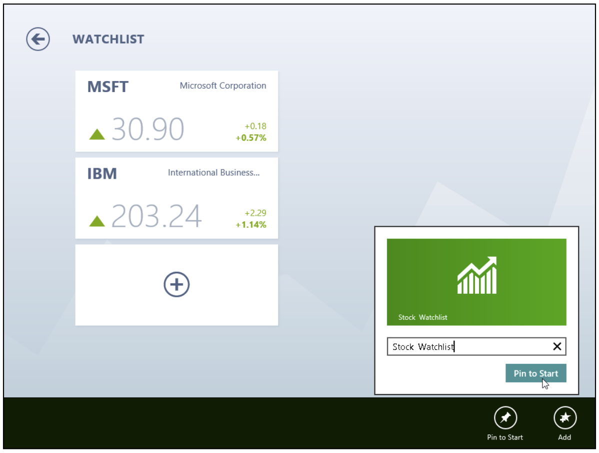
Market Cap	259.05B	13,549.10B	511.56B	158.24B	41.04B
Earnings per Share	2.00	-	-	1.96	1.75
Dividend Yield %	2.58	2.02	1.62	0.74	-
Forward Price/Earnings	9.23	-	-	10.59	30.12
Analyst Consensus Rating	Outperform	-	-	Outperform	Outperform
Debt to Equity	0.17	0.81	0.22	0.34	0.08
Net Margin %	23.03	8.58	28.08	26.89	18.21
Revenue Growth %	5.40	-	-	4.21	31.84
Return on Equity %	27.51	14.63	29.02	23.92	15.82
Return on Assets %	14.77	-	-	13.14	8.93

13 Add stock to Start screen: Click the entry for Microsoft. Right-click on the screen. From the app bar, click the Pin button.


Microsoft
Pin to Start
Pin to Start
Remove

Microsoft

14 Pin stock: Name the tile Microsoft and click Pin to Start.



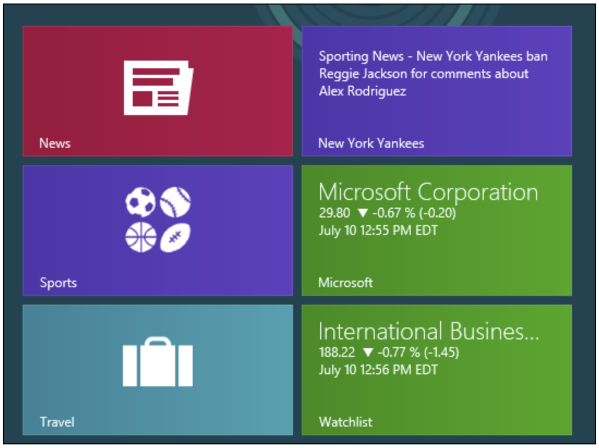
WATCHLIST

MSFT Microsoft Corporation
30.90 +0.18 +0.57%

IBM International Business...
203.24 +2.29 +1.14%

Stock Watchlist

15 Pin watchlist to Start screen: Right-click on the screen. Click the Watchlist button on the top bar. Right-click on the screen again. From the app bar, click the Pin to Start button. Rename the tile Stock Watchlist and click Pin to Start.



Sporting News - New York Yankees ban Reggie Jackson for comments about Alex Rodriguez
New York Yankees

Microsoft Corporation
29.80 ▼ -0.67 % (-0.20)
July 10 12:55 PM EDT
Microsoft

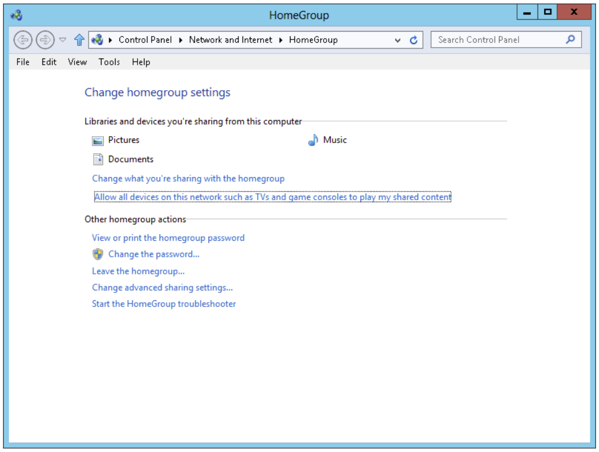
International Busines...
188.22 ▼ -0.77 % (-1.45)
July 10 12:56 PM EDT
Watchlist

16 Return to Start screen: Press the Windows key to return to the Start screen. Scroll to the end of the screen. The new tiles for Microsoft and your watchlist are displayed.

tip The Finance app's live tile can display the latest news headlines, photos, and stock market information.

Quick Fix

Changing HomeGroup Settings



HomeGroup

Control Panel ▸ Network and Internet ▸ HomeGroup

Search Control Panel

Change homegroup settings

Libraries and devices you're sharing from this computer

Pictures
Music
Documents

Change what you're sharing with the homegroup

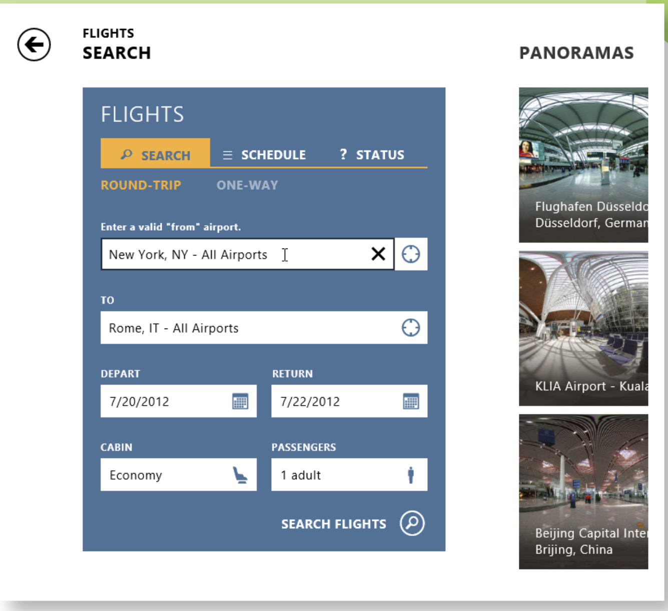
Allow all devices on this network such as TVs and game consoles to play my shared content

Other homegroup actions

View or print the homegroup password
Change the password...
Leave the homegroup...
Change advanced sharing settings...
Start the HomeGroup troubleshooter

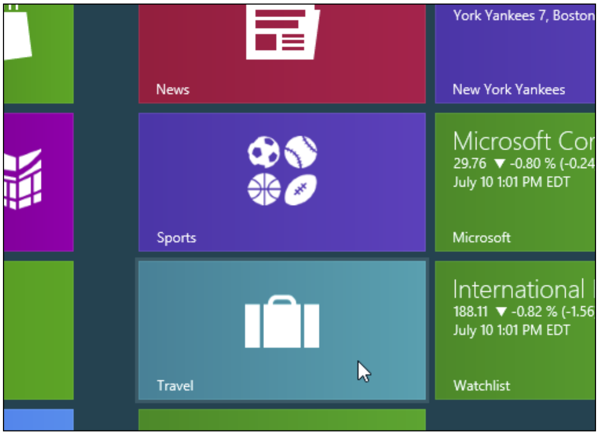
At the Start screen, type the word **homegroup**. Click Settings. In the search results, click on the setting for Change homegroup password. In the HomeGroup window, you can now change what you're sharing with the homegroup, view or print the homegroup password, change the password, leave the homegroup, or change certain advanced sharing settings.

Planning a Trip with the Travel App

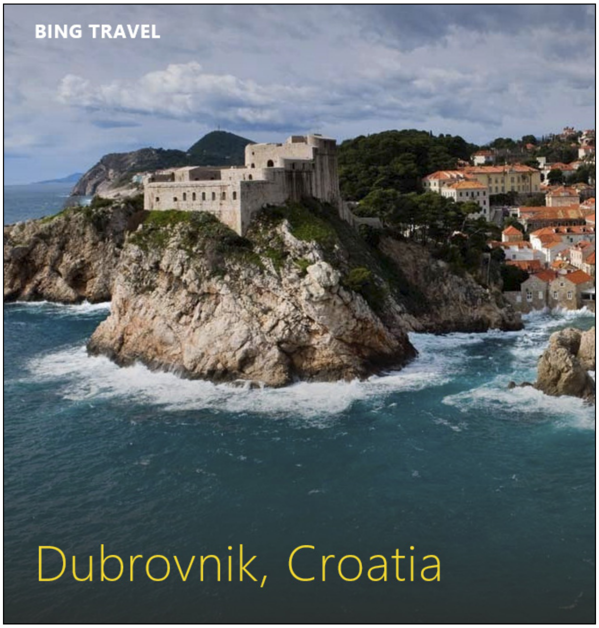

FLIGHTS
SEARCH
PANORAMAS
FLIGHTS
SEARCH
SCHEDULE
? STATUS
ROUND-TRIP
ONE-WAY
SEARCH FLIGHTS
Flughafen Düsseldo
Düsseldorf, German
KLIA Airport - Kuala
Beijing Capital Inte
Brijing, China

Enter a valid "from" airport.
New York, NY - All Airports
TO
Rome, IT - All Airports
DEPART
7/20/2012
RETURN
7/22/2012
CABIN
Economy
PASSENGERS
1 adult

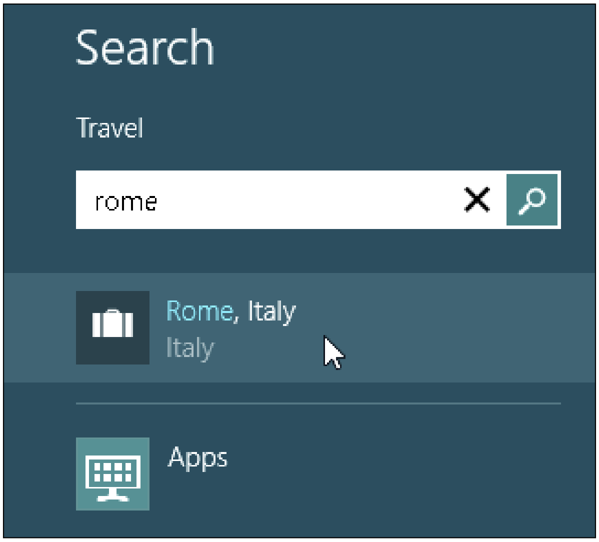
The Travel app provides information on different destinations around the world, so you can use it as a travel planner to find information and make arrangements for your next trip. You can read articles and view still and panoramic photos about different cities and other vacation spots around the world. You can also search for a specific location if you already know where you want to go. From there, you can get details on airports, hotels, and restaurants, and even book your air travel and make your hotel reservations with the help of the app. This task explains how to plan your next trip using the Travel app.


News
York Yankees 7, Boston
New York Yankees
Sports
Microsoft Cor
29.76 ▼ -0.80 % (-0.24
July 10 1:01 PM EDT
Microsoft
Travel
International
188.11 ▼ -0.82 % (-1.56
July 10 1:01 PM EDT
Watchlist

1 Open the Travel app: Open the Travel app by clicking its Start screen tile.


BING TRAVEL
Dubrovnik, Croatia

2 View app: The travel app opens to reveal the featured destination.

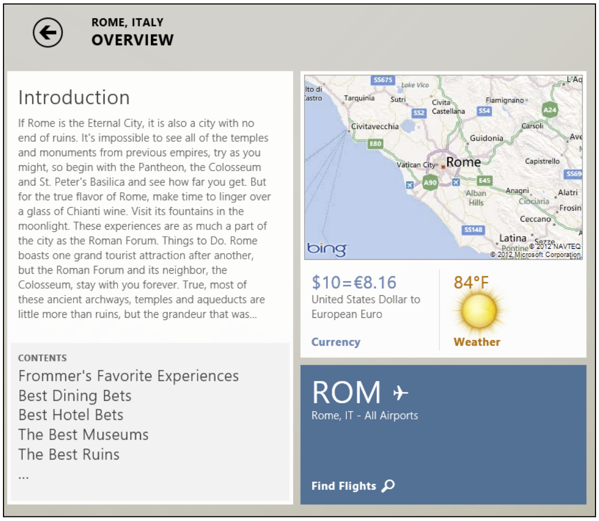

Search
Apps

Travel

rome

Rome, Italy
Italy

3 Search for your destination: Move your mouse to the lower-right hot corner to display the Charms bar. Click the Search charm. In the search field, type the name of your destination, such as **Rome**. Under the search field, Rome, Italy, appears as the suggested destination. Click the result for Rome, Italy.


bing
Tarquinia
Sutri
Civita Castellana
Fiamignano
Civitavecchia
Guidonia
Carsoli
Vatican City
Rome
Capistrello
Alban Hills
Anagni
Ciociaria
Alatri
Ceccano
Latina
© 2012 NAVTEQ
© 2012 Microsoft Corporation

ROME, ITALY
OVERVIEW

Introduction

If Rome is the Eternal City, it is also a city with no end of ruins. It's impossible to see all of the temples and monuments from previous empires, try as you might, so begin with the Pantheon, the Colosseum and St. Peter's Basilica and see how far you get. But for the true flavor of Rome, make time to linger over a glass of Chianti wine. Visit its fountains in the moonlight. These experiences are as much a part of the city as the Roman Forum. Things to Do. Rome boasts one grand tourist attraction after another, but the Roman Forum and its neighbor, the Colosseum, stay with you forever. True, most of these ancient archways, temples and aqueducts are little more than ruins, but the grandeur that was...

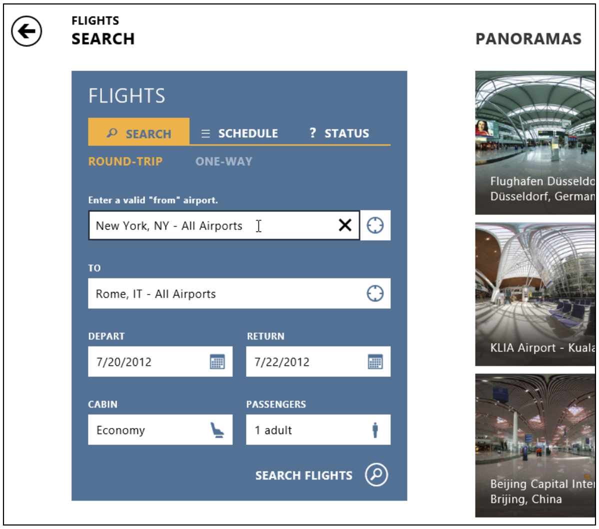
CONTENTS
Frommer's Favorite Experiences
Best Dining Bets
Best Hotel Bets
The Best Museums
The Best Ruins
...

$10=€8.16
United States Dollar to European Euro
Currency

84°F
Weather

ROM ✈
Rome, IT - All Airports
Find Flights

4 View information on destination: The app displays details on Rome. Click anywhere on the screen to turn off the search bar. Scroll to the right to see the introduction, a map, currency information, and a link to book a flight.


PANORAMAS
Flughafen Düsseldo
Düsseldorf, German
KLIA Airport - Kual
Beijing Capital Inte
Brijing, China
SEARCH
SCHEDULE
? STATUS
ROUND-TRIP
ONE-WAY
SEARCH FLIGHTS

FLIGHTS
SEARCH

FLIGHTS

Enter a valid "from" airport.
New York, NY - All Airports

TO
Rome, IT - All Airports

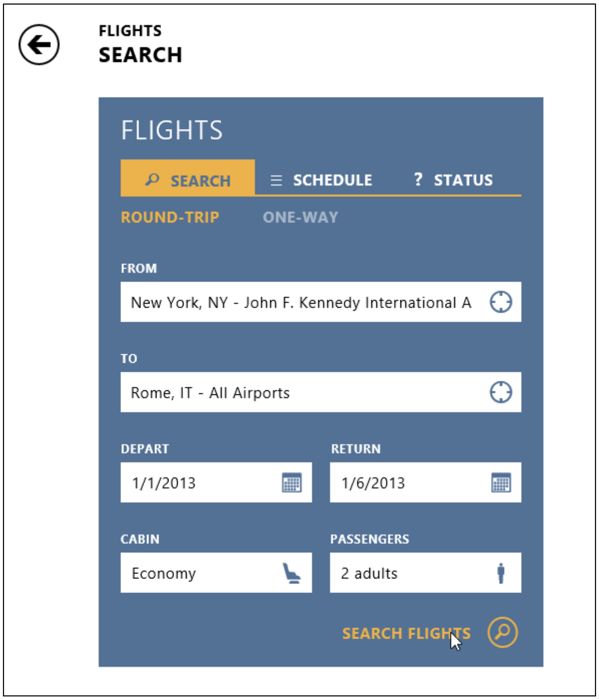
DEPART
7/20/2012

RETURN
7/22/2012

CABIN
Economy

PASSENGERS
1 adult

5 Find flights: Click Find Flights. In the Flights box, click in the From field. The first time you do this, the app asks if you want to turn on location services and allow Travel to use your location. If you are comfortable turning on location services, click Allow.


FLIGHTS
SEARCH

FLIGHTS

FROM: New York, NY - John F. Kennedy International A

TO: Rome, IT - All Airports

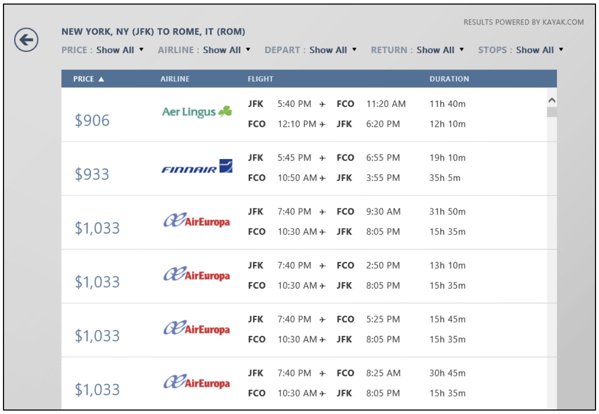
DEPART: 1/1/2013

RETURN: 1/6/2013

CABIN: Economy

PASSENGERS: 2 adults

6 Fill out flight information: In the From field, click the round icon to let the app consider all airports in and around your vicinity, or delete the suggestion and type the name or code for your closest airport. Then select the name of the airport that matches your name or code. Type a departure date, return date, cabin type, and number of passengers. Click Search Flights.

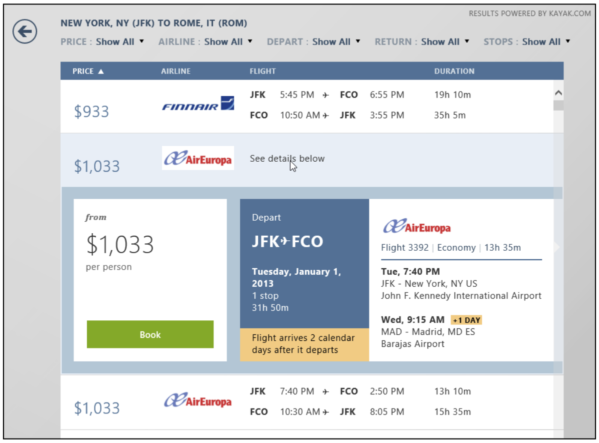

RESULTS POWERED BY KAYAK.COM

NEW YORK, NY (JFK) TO ROME, IT (ROM)

PRICE : Show All ▾ AIRLINE : Show All ▾ DEPART : Show All ▾ RETURN : Show All ▾ STOPS : Show All ▾

PRICE ▲	AIRLINE	FLIGHT	DURATION
$906	Aer Lingus	JFK 5:40 PM ✈ FCO 11:20 AM FCO 12:10 PM ✈ JFK 6:20 PM	11h 40m 12h 10m
$933	FINNAIR	JFK 5:45 PM ✈ FCO 6:55 PM FCO 10:50 AM ✈ JFK 3:55 PM	19h 10m 35h 5m
$1,033	AirEuropa	JFK 7:40 PM ✈ FCO 9:30 AM FCO 10:30 AM ✈ JFK 8:05 PM	31h 50m 15h 35m
$1,033	AirEuropa	JFK 7:40 PM ✈ FCO 2:50 PM FCO 10:30 AM ✈ JFK 8:05 PM	13h 10m 15h 35m
$1,033	AirEuropa	JFK 7:40 PM ✈ FCO 5:25 PM FCO 10:30 AM ✈ JFK 8:05 PM	15h 45m 15h 35m
$1,033	AirEuropa	JFK 7:40 PM ✈ FCO 8:25 AM FCO 10:30 AM ✈ JFK 8:05 PM	30h 45m 15h 35m

7 View flight information: A flight information screen appears showing you all the flights matching your dates, along with ticket price, airline, departure and arrival times, flight duration, and number of stopovers.


RESULTS POWERED BY KAYAK.COM

NEW YORK, NY (JFK) TO ROME, IT (ROM)

PRICE : Show All ▾ AIRLINE : Show All ▾ DEPART : Show All ▾ RETURN : Show All ▾ STOPS : Show All ▾

PRICE ▲	AIRLINE	FLIGHT	DURATION
$933	FINNAIR	JFK 5:45 PM ✈ FCO 6:55 PM FCO 10:50 AM ✈ JFK 3:55 PM	19h 10m 35h 5m
$1,033	AirEuropa	See details below	

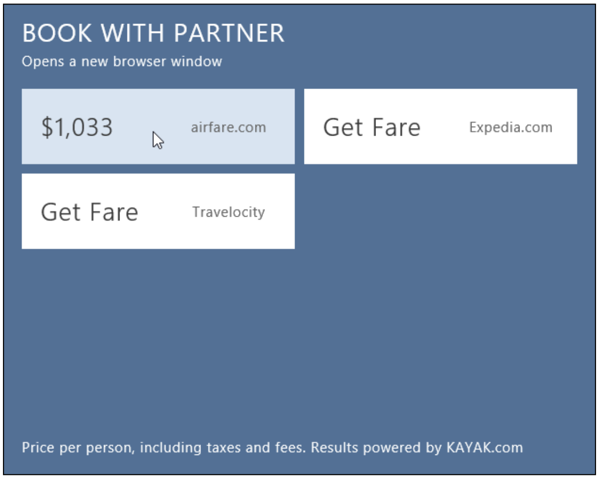
from $1,033 per person

Depart
JFK ✈ FCO
Tuesday, January 1, 2013
1 stop
31h 50m
Flight arrives 2 calendar days after it departs

AirEuropa
Flight 3392 | Economy | 13h 35m
Tue, 7:40 PM
JFK - New York, NY US
John F. Kennedy International Airport
Wed, 9:15 AM +1 DAY
MAD - Madrid, MD ES
Barajas Airport

PRICE ▲	AIRLINE	FLIGHT	DURATION
$1,033	AirEuropa	JFK 7:40 PM ✈ FCO 2:50 PM FCO 10:30 AM ✈ JFK 8:05 PM	13h 10m 15h 35m

8 Choose a flight: Click on a specific flight to view more details.

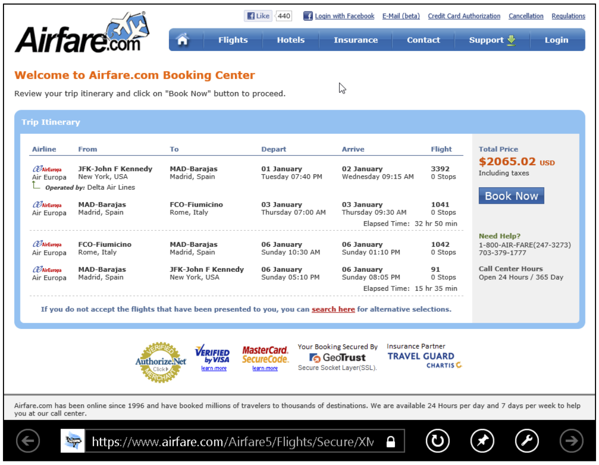

BOOK WITH PARTNER

Opens a new browser window

$1,033 airfare.com	Get Fare Expedia.com
Get Fare Travelocity	

Price per person, including taxes and fees. Results powered by KAYAK.com

9 Book the flight: Click the Book button if you want to book the flight, which you can do online through the website of the airline or a third-party travel partner. Select the airline or travel partner.


Like 440
Login with Facebook
E-Mail (beta)
Credit Card Authorization
Cancellation
Regulations
Airfare.com
Flights
Hotels
Insurance
Contact
Support
Login
Book Now
Verified by VISA learn more
MasterCard SecureCode learn more
Your Booking Secured By GeoTrust Secure Socket Layer(SSL).
Insurance Partner TRAVEL GUARD CHARTIS
https://www.airfare.com/Airfare5/Flights/Secure/XM

Welcome to Airfare.com Booking Center

Review your trip itinerary and click on "Book Now" button to proceed.

Trip Itinerary

Airline	From	To	Depart	Arrive	Flight
Air Europa *Operated by:* Delta Air Lines	**JFK-John F Kennedy** New York, USA	**MAD-Barajas** Madrid, Spain	**01 January** Tuesday 07:40 PM	**02 January** Wednesday 09:15 AM	**3392** 0 Stops
Air Europa	**MAD-Barajas** Madrid, Spain	**FCO-Fiumicino** Rome, Italy	**03 January** Thursday 07:00 AM	**03 January** Thursday 09:30 AM	**1041** 0 Stops
				Elapsed Time:	32 hr 50 min
Air Europa	**FCO-Fiumicino** Rome, Italy	**MAD-Barajas** Madrid, Spain	**06 January** Sunday 10:30 AM	**06 January** Sunday 01:10 PM	**1042** 0 Stops
Air Europa	**MAD-Barajas** Madrid, Spain	**JFK-John F Kennedy** New York, USA	**06 January** Sunday 05:10 PM	**06 January** Sunday 08:05 PM	**91** 0 Stops
				Elapsed Time:	15 hr 35 min

Total Price
$2065.02 USD
Including taxes

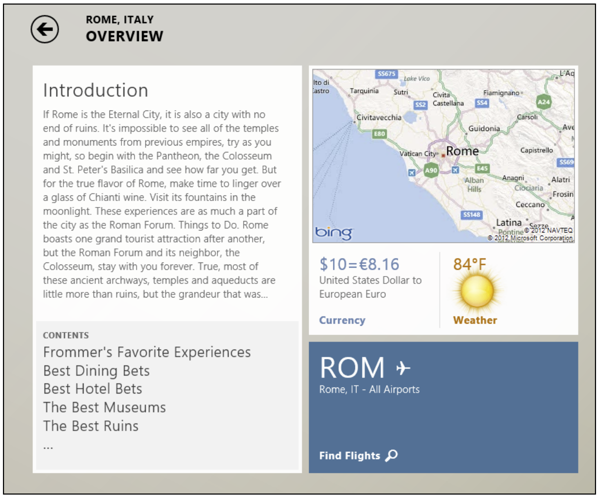
Need Help?
1-800-AIR-FARE(247-3273)
703-379-1777

Call Center Hours
Open 24 Hours / 365 Day

If you do not accept the flights that have been presented to you, you can search here for alternative selections.

Airfare.com has been online since 1996 and have booked millions of travelers to thousands of destinations. We are available 24 Hours per day and 7 days per week to help you at our call center.

10 Book the flight online: Internet Explorer opens for you to book the flight.


ROME, ITALY
OVERVIEW
bing
© 2012 NAVTEQ © 2012 Microsoft Corporation
Currency
Weather
ROM
Rome, IT - All Airports
Find Flights

Introduction

If Rome is the Eternal City, it is also a city with no end of ruins. It's impossible to see all of the temples and monuments from previous empires, try as you might, so begin with the Pantheon, the Colosseum and St. Peter's Basilica and see how far you get. But for the true flavor of Rome, make time to linger over a glass of Chianti wine. Visit its fountains in the moonlight. These experiences are as much a part of the city as the Roman Forum. Things to Do. Rome boasts one grand tourist attraction after another, but the Roman Forum and its neighbor, the Colosseum, stay with you forever. True, most of these ancient archways, temples and aqueducts are little more than ruins, but the grandeur that was...

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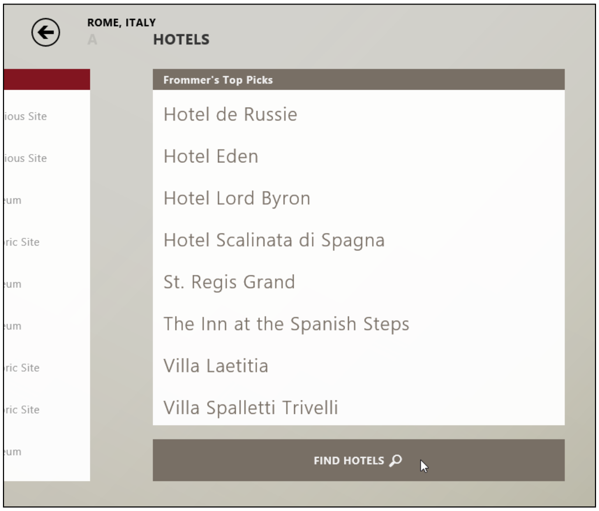
Best Dining Bets
Best Hotel Bets
The Best Museums
The Best Ruins
...

$10=€8.16
United States Dollar to European Euro

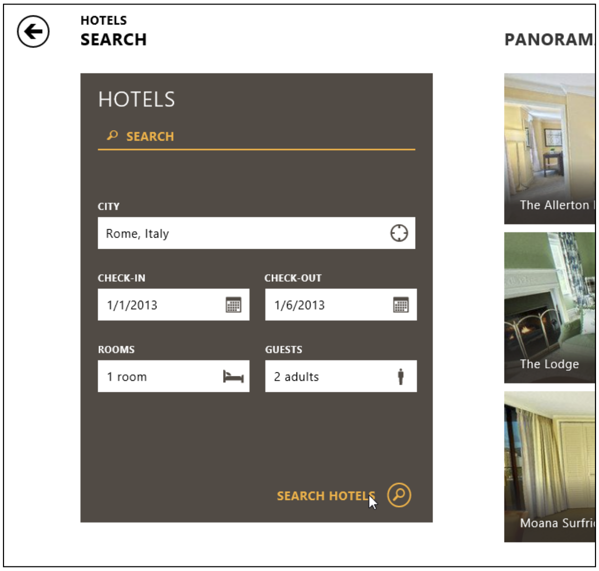
84°F

11 Return to the Travel app: Move your mouse to the upper-left hot corner of the screen and click on the thumbnail for the Travel app to return to the app. Click the Back button to return to each previous screen until you reach the information page on Rome.


ROME, ITALY
HOTELS
FIND HOTELS

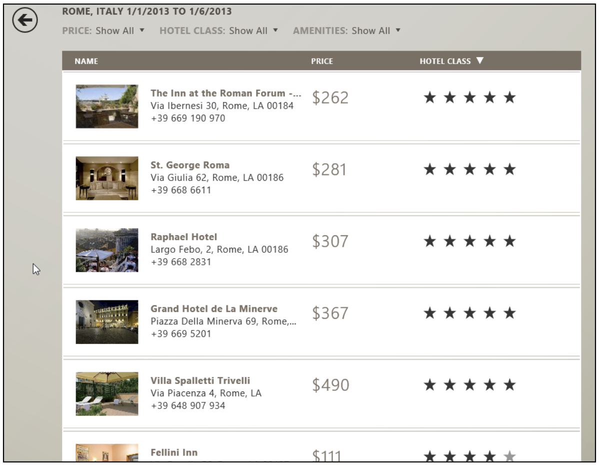
Frommer's Top Picks
Hotel de Russie
Hotel Eden
Hotel Lord Byron
Hotel Scalinata di Spagna
St. Regis Grand
The Inn at the Spanish Steps
Villa Laetitia
Villa Spalletti Trivelli

12 View hotels section: Scroll to the right past the photos, panoramas, and attractions until you see the Hotels section. Click Find Hotels.


HOTELS
SEARCH
PANORAM
HOTELS
SEARCH
SEARCH HOTELS
The Allerton
The Lodge
Moana Surfri

CITY: Rome, Italy
CHECK-IN: 1/1/2013
CHECK-OUT: 1/6/2013
ROOMS: 1 room
GUESTS: 2 adults

13 Fill out hotel information: Type the check-in and check-out dates, the number of rooms, and the number of guests. Click Search Hotels.

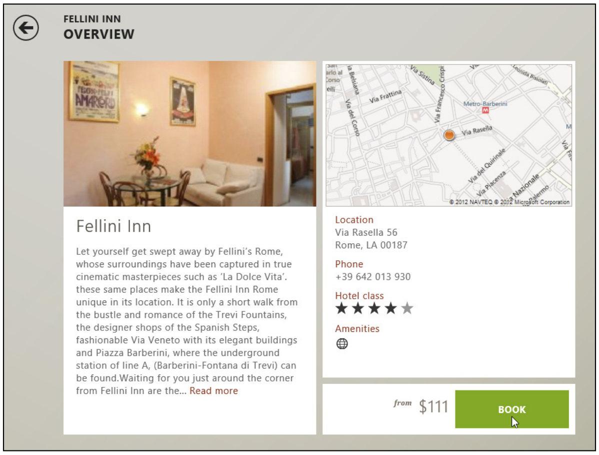


ROME, ITALY 1/1/2013 TO 1/6/2013

PRICE: Show All ▾ HOTEL CLASS: Show All ▾ AMENITIES: Show All ▾

NAME	PRICE	HOTEL CLASS ▼
The Inn at the Roman Forum -... Via Ibernesi 30, Rome, LA 00184 +39 669 190 970	$262	★★★★★
St. George Roma Via Giulia 62, Rome, LA 00186 +39 668 6611	$281	★★★★★
Raphael Hotel Largo Febo, 2, Rome, LA 00186 +39 668 2831	$307	★★★★★
Grand Hotel de La Minerve Piazza Della Minerva 69, Rome,... +39 669 5201	$367	★★★★★
Villa Spalletti Trivelli Via Piacenza 4, Rome, LA +39 648 907 934	$490	★★★★★
Fellini Inn	$111	★★★★☆

14 View hotel information: A hotel information screen appears showing you all the suggested hotels matching your dates, along with price, rating, and amenities.



FELLINI INN
OVERVIEW

Fellini Inn

Let yourself get swept away by Fellini's Rome, whose surroundings have been captured in true cinematic masterpieces such as 'La Dolce Vita'. these same places make the Fellini Inn Rome unique in its location. It is only a short walk from the bustle and romance of the Trevi Fountains, the designer shops of the Spanish Steps, fashionable Via Veneto with its elegant buildings and Piazza Barberini, where the underground station of line A, (Barberini-Fontana di Trevi) can be found.Waiting for you just around the corner from Fellini Inn are the... Read more

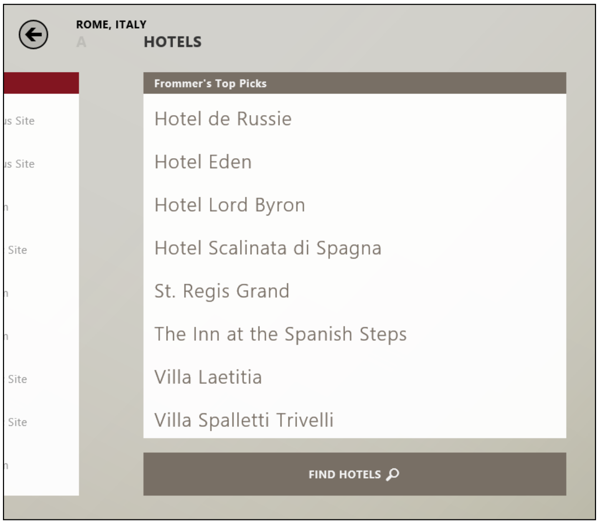
Location
Via Rasella 56
Rome, LA 00187

Phone
+39 642 013 930

Hotel class
★★★★☆

Amenities

15 Choose a hotel: Click on a specific hotel to view more details. Another screen opens to display a description of the hotel, a map of its location, and photos. Click Book if you want to make a reservation, which you can do online through a third-party website. Select the third-party website.



ROME, ITALY
HOTELS

Frommer's Top Picks

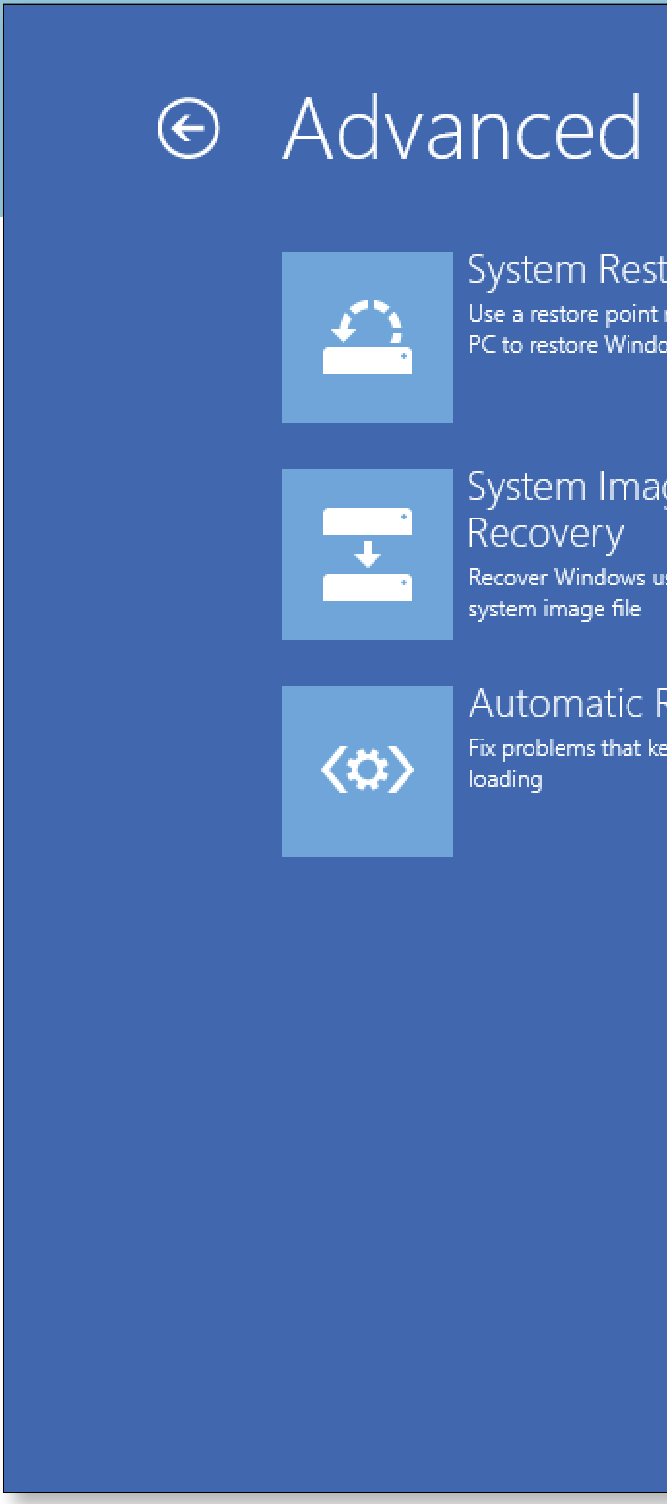
- Hotel de Russie
- Hotel Eden
- Hotel Lord Byron
- Hotel Scalinata di Spagna
- St. Regis Grand
- The Inn at the Spanish Steps
- Villa Laetitia
- Villa Spalletti Trivelli

16 Book the hotel room online: Internet Explorer then opens for you to book the hotel room.

tip You can e-mail information on your travel destination to yourself or someone else through the Share charm.

Beat the Clock

Find quicker ways to work in Windows 8 through built-in tools and your own custom shortcuts.



Advanced

System Rest

Use a restore point

PC to restore Windo

System Imag Recovery

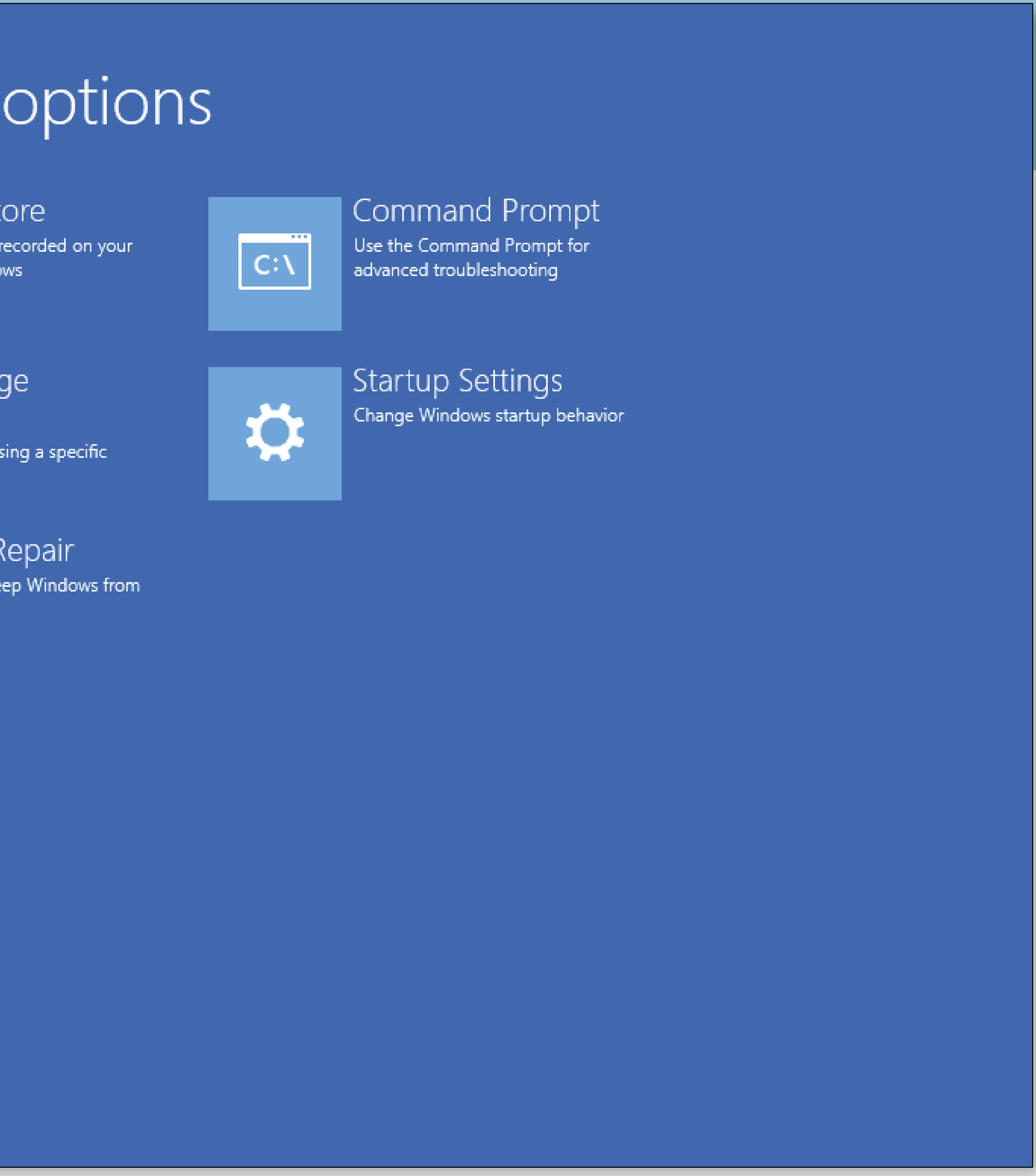
Recover Windows u

system image file

Automatic R

Fix problems that ke

loading



options

tore
recorded on your
ows

Command Prompt
Use the Command Prompt for
advanced troubleshooting

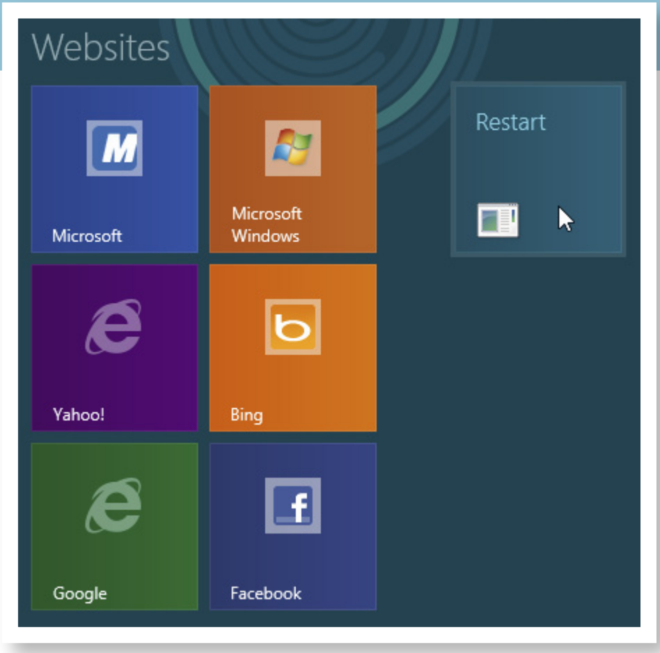
ge

sing a specific

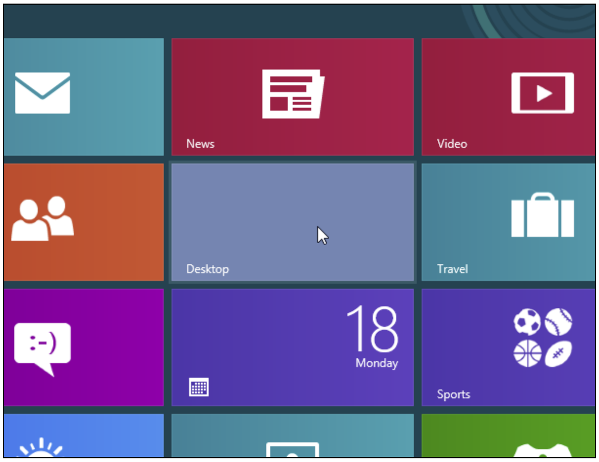
Startup Settings
Change Windows startup behavior

Repair
eep Windows from

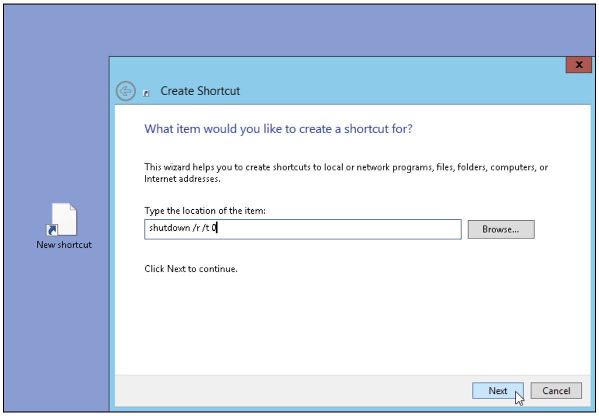
Creating a Tile to Restart Windows


Websites
Microsoft
Microsoft Windows
Restart
Yahoo!
Bing
Google
Facebook

Windows 8 no longer provides the traditional desktop Start menu, so there is no Restart command accessible from the Start button. Windows 8 does offer a variety of other ways to restart your computer. You can restart it by clicking the Power button accessible from the Settings charms, by using the Sign out screen, or by pressing Alt+F4 when you are in the desktop. And you can restart it by pressing the Power button or closing the lid if you are using a laptop. But you can save time by creating a tile directly on the Start screen to restart Windows quickly and easily. This task explains how to create a Start screen tile to restart Windows.


News
Video
Desktop
Travel
18
Monday
Sports

1 Access the desktop: Launch the desktop from its Start screen tile.


New shortcut
Create Shortcut
Browse...
Next
Cancel

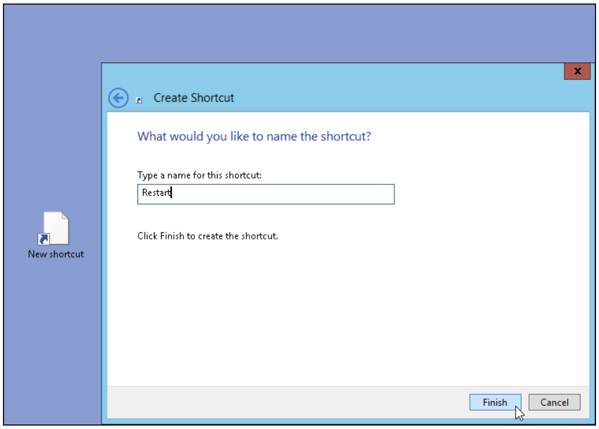
What item would you like to create a shortcut for?

This wizard helps you to create shortcuts to local or network programs, files, folders, computers, or Internet addresses.

Type the location of the item: shutdown /r /t 0

Click Next to continue.

2 Create shortcut: Right-click on the desktop. Select New from the pop-up menu and then select Shortcut. In the Type the location of the item field, type **shutdown /r /t 0**. Click Next.

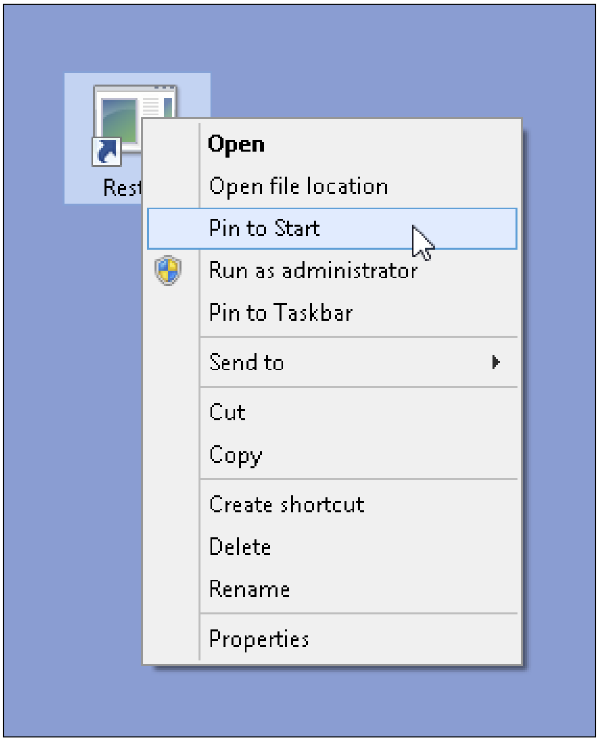

New shortcut
Create Shortcut
Finish
Cancel

What would you like to name the shortcut?

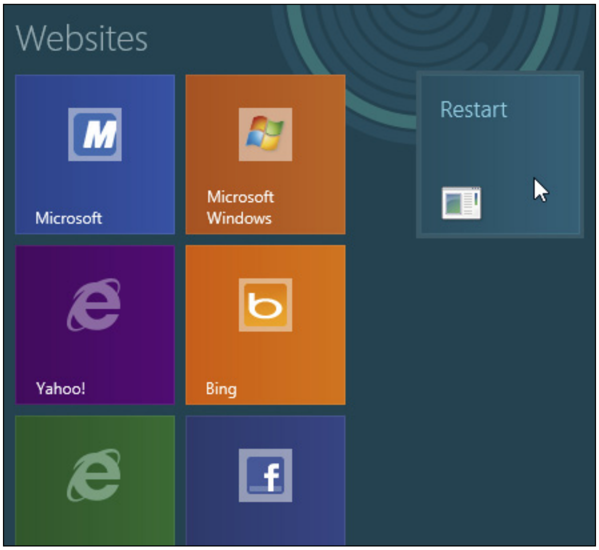
Type a name for this shortcut: Restart

Click Finish to create the shortcut.

3 Name it: Name the shortcut Restart. Click Finish.


Rest
Open
Open file location
Pin to Start
Run as administrator
Pin to Taskbar
Send to
Cut
Copy
Create shortcut
Delete
Rename
Properties

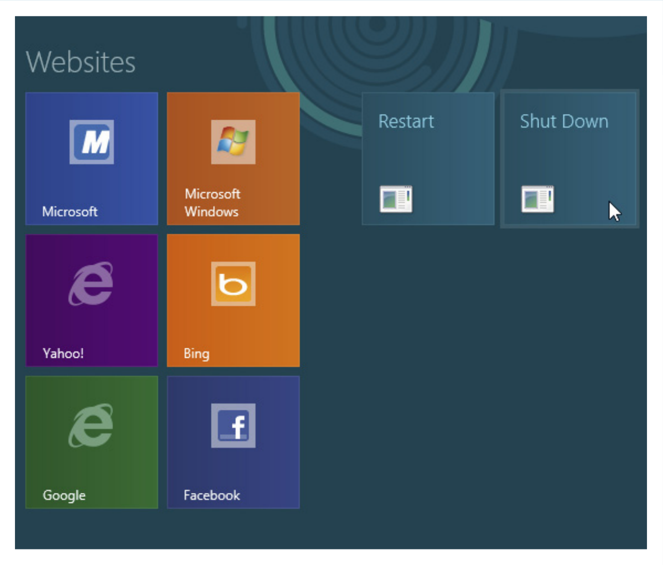
4 Pin shortcut to Start screen: Right-click the shortcut. Select Pin to Start from the pop-up menu.


Websites
Microsoft
Microsoft Windows
Yahoo!
Bing
Restart

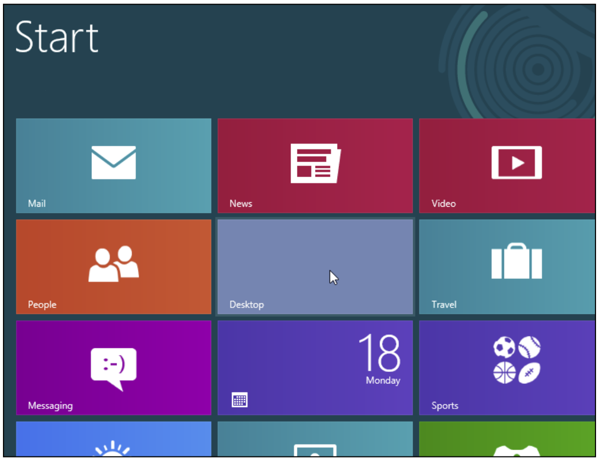
5 Restart from Start screen: Return to the Start screen by pressing the Windows key or clicking the thumbnail in the lower-left hot corner. Move to the end of the Start screen. Click the tile that says Restart. Windows 8 reboots.

tip You can run your new Restart command from its Start screen tile or from its desktop shortcut.

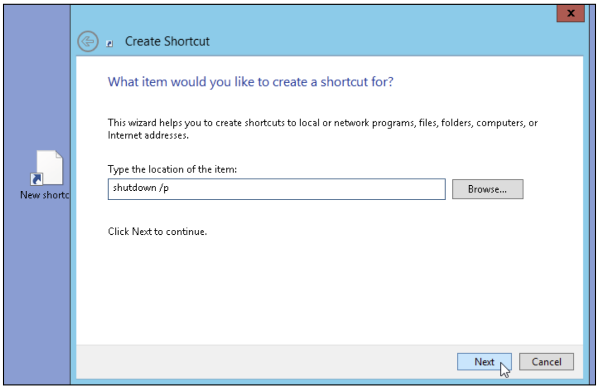
Creating a Tile to Shut Down Windows


Websites
Microsoft
Microsoft Windows
Restart
Shut Down
Yahoo!
Bing
Google
Facebook

Windows 8 no longer provides the traditional desktop Start menu, so there is no Shut Down command accessible from the Start button. Windows 8 does offer other ways to shut down your computer. You can shut it down by clicking the Power button accessible from the Settings charms, by using the Sign out screen, or by pressing Alt+F4 when you are in the desktop. And you can shut it down by pressing the Power button or closing the lid if you are using a laptop. But you can also create a tile directly on the Start screen to shut down Windows quickly and easily. This task explains how to create a Start screen tile to shut down Windows.


Start
Mail
News
Video
People
Desktop
Travel
Messaging
18
Monday
Sports

1 Access the desktop: Launch the desktop from its Start screen tile.


New shortc
Create Shortcut
Browse...
Next
Cancel

What item would you like to create a shortcut for?

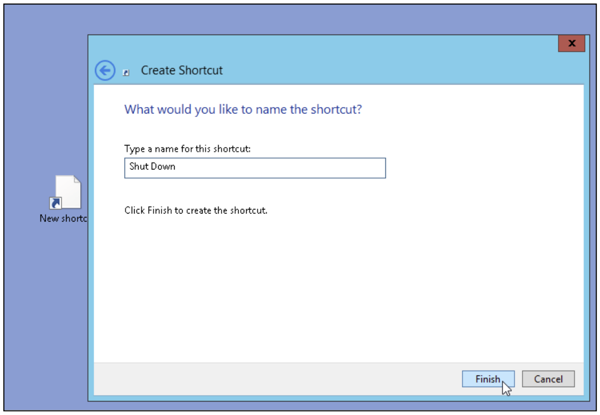
This wizard helps you to create shortcuts to local or network programs, files, folders, computers, or Internet addresses.

Type the location of the item:

shutdown /p

Click Next to continue.

2 Create shortcut: Right-click on the desktop. Select New from the pop-up menu and then select Shortcut. In the Type the location of the item field, type **shutdown /p**. Click Next.

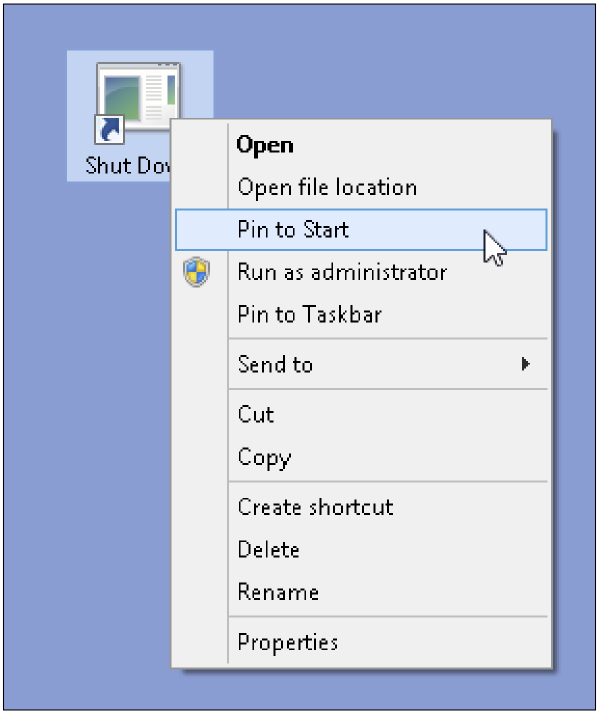

Create Shortcut
New shortc
Finish
Cancel

What would you like to name the shortcut?

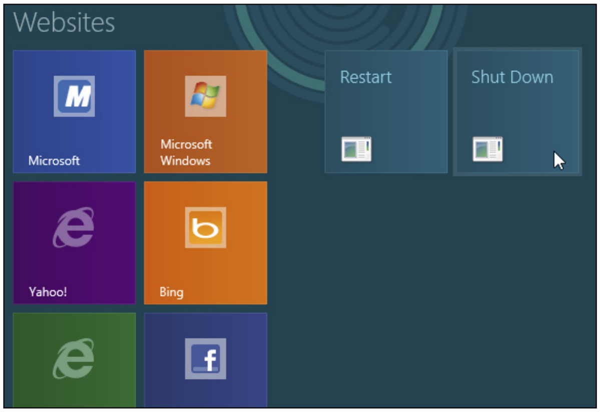
Type a name for this shortcut: Shut Down

Click Finish to create the shortcut.

3 Name it: Name the shortcut Shut Down. Click Finish.


Shut Dow
Open
Open file location
Pin to Start
Run as administrator
Pin to Taskbar
Send to
Cut
Copy
Create shortcut
Delete
Rename
Properties

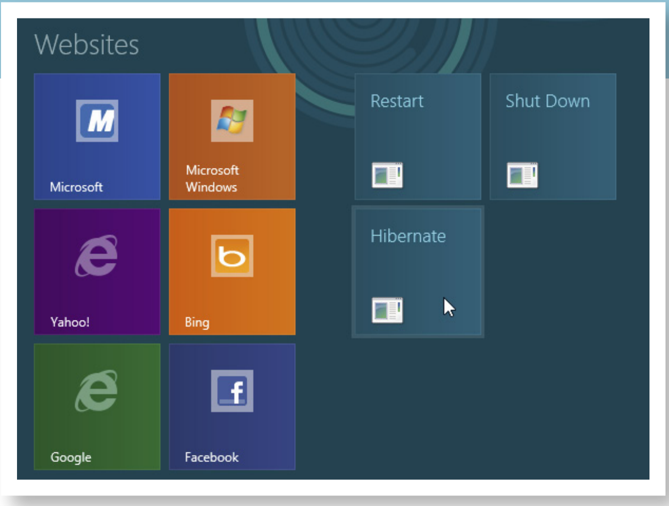
4 Pin shortcut to Start screen: Right-click the shortcut. Select Pin to Start from the pop-up menu.


Websites
Microsoft
Microsoft Windows
Restart
Shut Down
Yahoo!
Bing

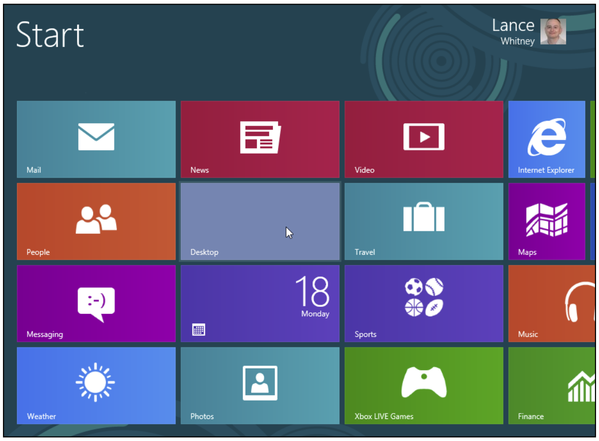
5 Shut down from Start screen: Return to the Start screen by pressing the Windows key or clicking the thumbnail in the lower-left hot corner. Move to the end of the Start screen. Click the tile that says Shut Down. Windows 8 shuts down.

tip You can run your new Shut Down command from its Start screen tile or from its desktop shortcut.

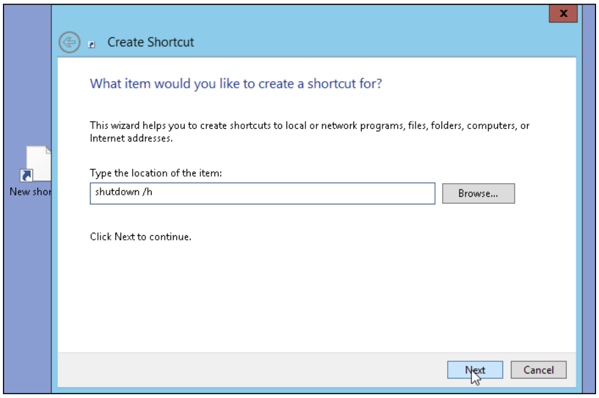
Creating a Tile to Hibernate Windows


Websites
Microsoft
Microsoft Windows
Restart
Shut Down
Yahoo!
Bing
Hibernate
Google
Facebook

Putting Windows into hibernate mode moves all your current applications, documents, and data from memory onto the hard drive to preserve your current state. When the PC comes out of hibernate mode, everything that was saved is then restored into memory so you can pick up exactly where you left off. You can hibernate the PC by clicking the Power button accessible from the Settings charms, by using the Sign out screen, or by pressing Alt+F4 when you are in the desktop. But the easiest option is to create a Start screen tile to send Windows into hibernate mode. This task explains how to create a Start screen tile to hibernate Windows 8.


Start
Lance
Whitney
Mail
News
Video
Internet Explorer
People
Desktop
Travel
Maps
Messaging
18
Monday
Sports
Music
Weather
Photos
Xbox LIVE Games
Finance

1 Access the desktop: Launch the desktop from its Start screen tile.


New shor
Browse...
Next
Cancel

Create Shortcut

What item would you like to create a shortcut for?

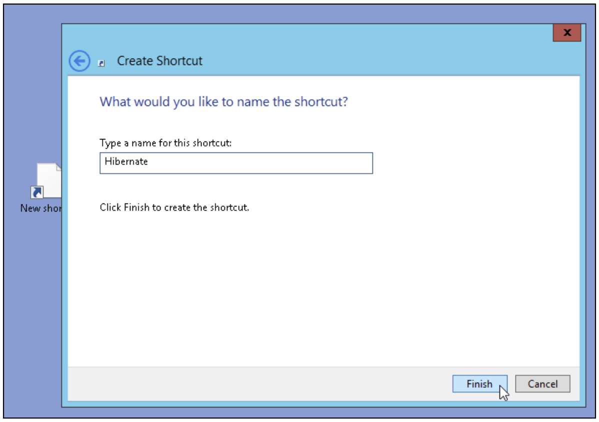
This wizard helps you to create shortcuts to local or network programs, files, folders, computers, or Internet addresses.

Type the location of the item:

shutdown /h

Click Next to continue.

2 Create shortcut: Right-click on the desktop. Select New from the pop-up menu and then select Shortcut. In the Type the location of the item field, type **shutdown /h**. Click Next.


Create Shortcut

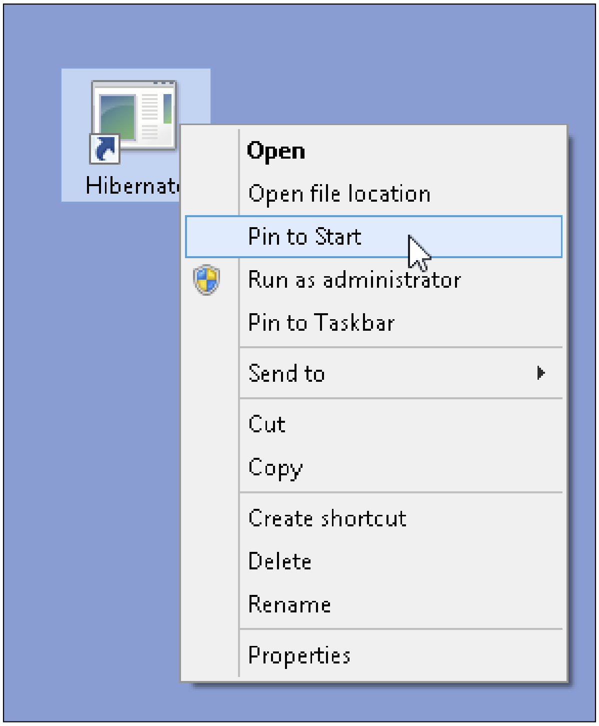
What would you like to name the shortcut?

Type a name for this shortcut: Hibernate

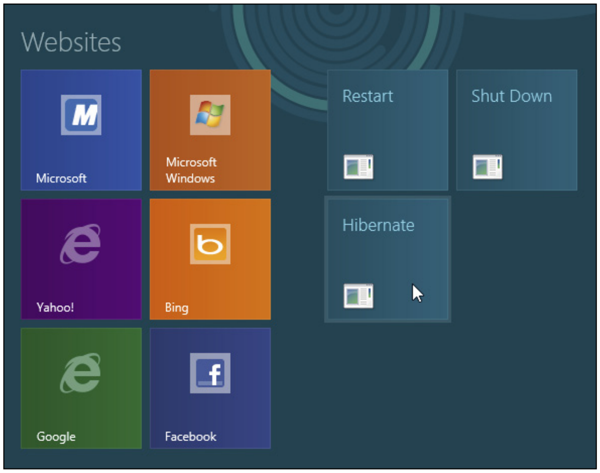
Click Finish to create the shortcut.

Finish
Cancel

3 Name it: Name the shortcut Hibernate. Click Finish.


Hibernate
Open
Open file location
Pin to Start
Run as administrator
Pin to Taskbar
Send to
Cut
Copy
Create shortcut
Delete
Rename
Properties

4 Pin shortcut to Start screen: Right-click the shortcut. Select Pin to Start from the pop-up menu.

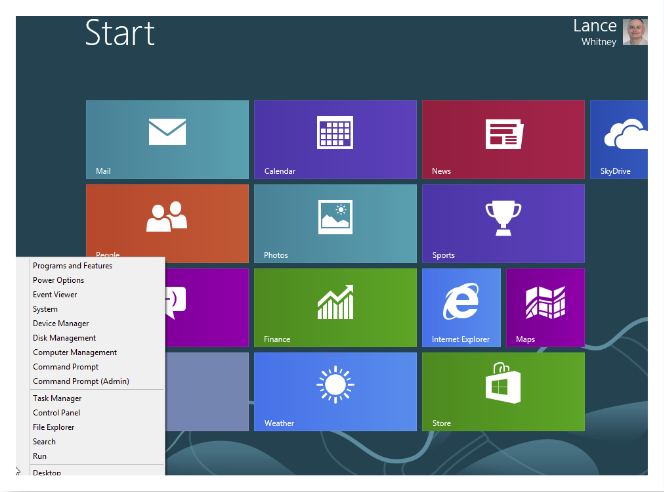

Websites
Microsoft
Microsoft Windows
Yahoo!
Bing
Google
Facebook
Restart
Shut Down
Hibernate

5 Shut down from Start screen: Return to the Start screen by pressing the Windows key or clicking the thumbnail in the lower-left hot corner. Move to the end of the Start screen. Click the tile that says Hibernate. Windows 8 goes into hibernate mode.

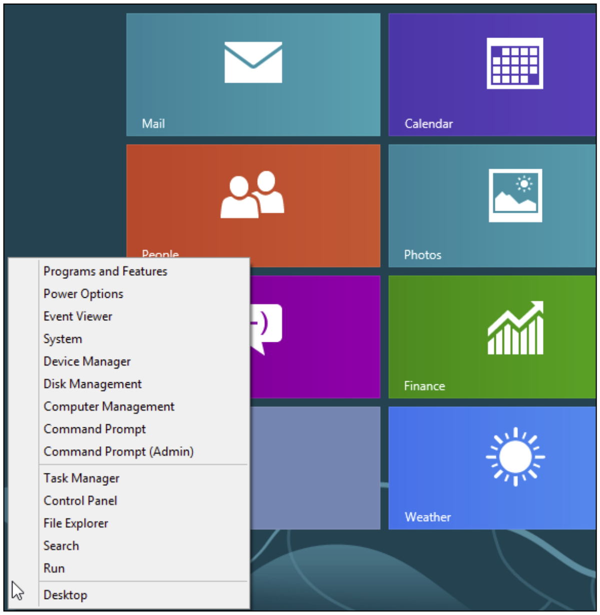
tip You can run your new Hibernate command from its Start screen tile or from its desktop shortcut.

tip You can typically restore Windows from hibernation by pressing the Power button on your PC.

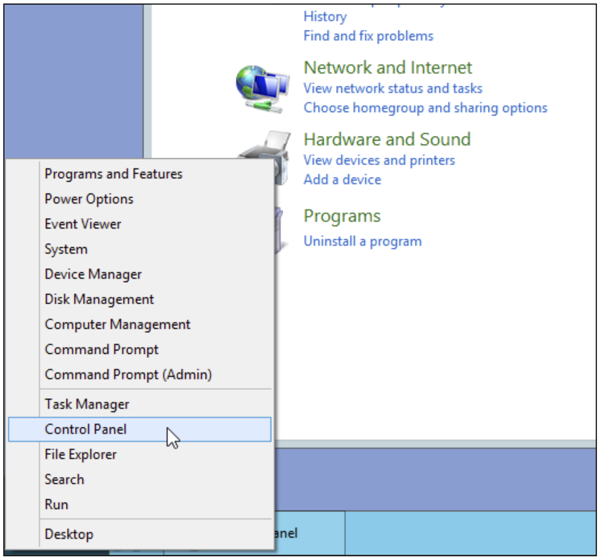
Accessing the Power User Tasks Menu


Start
Lance
Whitney
Mail
Calendar
News
SkyDrive
People
Photos
Sports
Finance
Internet Explorer
Maps
Weather
Store
Programs and Features
Power Options
Event Viewer
System
Device Manager
Disk Management
Computer Management
Command Prompt
Command Prompt (Admin)
Task Manager
Control Panel
File Explorer
Search
Run
Desktop

The Power User Tasks menu offers quick and easy access to a wide variety of Windows features, tools, and commands, many of which were formerly available through the standard Windows Start menu and are still available through Administrative Tools. These include Power Options, Event Viewer, Device Manager, Disk Management, Command Prompt, Task Manager, Control Panel, File Explorer, Search, Run, and Desktop. Instead of hunting for these features on the Start screen, the Apps screen, the desktop, or the Administrative Tools group, you can access them all through the Power User Tasks menu. Microsoft does not officially call this the Power User Tasks menu, but that has become the unofficial name among users. This task explains how to access and run commands from the Power User Tasks menu.


Mail
Calendar
People
Photos
Finance
Weather
Programs and Features
Power Options
Event Viewer
System
Device Manager
Disk Management
Computer Management
Command Prompt
Command Prompt (Admin)
Task Manager
Control Panel
File Explorer
Search
Run
Desktop

1 Access the Power User Tasks menu: Move your mouse to the lower-left hot corner from the Start screen. Right-click your mouse in the hot corner. You should see the Power User Tasks menu with several commands.


History
Find and fix problems
Network and Internet
View network status and tasks
Choose homegroup and sharing options
Hardware and Sound
View devices and printers
Add a device
Programs
Uninstall a program
Programs and Features
Power Options
Event Viewer
System
Device Manager
Disk Management
Computer Management
Command Prompt
Command Prompt (Admin)
Task Manager
Control Panel
File Explorer
Search
Run
Desktop
anel

2 Select a command: Select any command, such as Event Viewer, Disk Management, Command Prompt, Control Panel, or File Explorer, in order to run it.

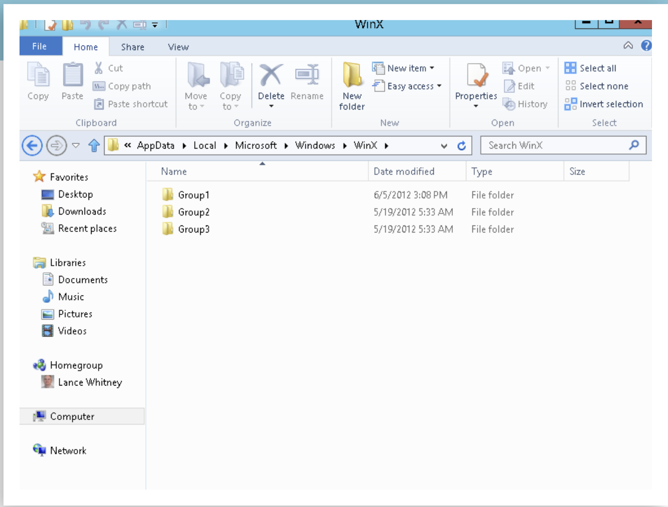
tip You can access the menu by right-clicking in the lower-left hot corner in any screen in Windows 8, not just the Start screen.

tip If a thumbnail of the Start screen or another app appears in the lower-left hot corner, right-click that thumbnail to open the menu.

tip You can also hold down the Windows key and press the X key to access the Power User Tasks menu.

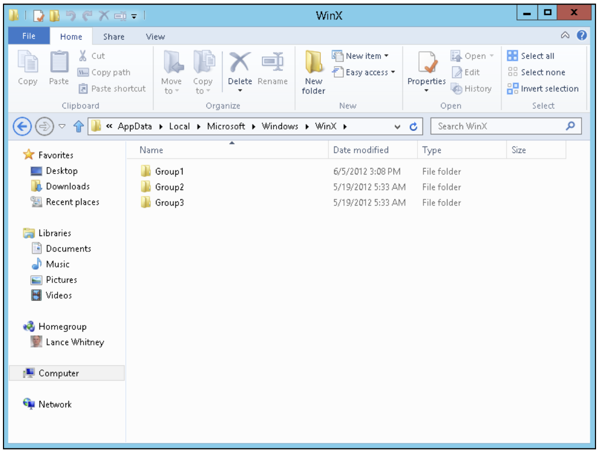
Customizing the Power User Tasks Menu

The Power User Tasks menu offers access to a variety of Windows features, tools, and commands, including Power Options, Event Viewer, Device Manager, Command Prompt, Task Manager, Control Panel, File Explorer, Search, and Desktop. You can customize this menu to some degree. Windows 8 limits you to the entries that already appear in the menu, so you cannot add shortcuts for new features, commands, or applications. But you can delete and move commands from one folder or location to another. You an also create a new folder or location for various commands. This task explains how to customize the Power User Tasks menu.


WinX
File
Home
Share
View
Copy
Paste
Cut
Copy path
Paste shortcut
Move to
Copy to
Delete
Rename
New folder
New item
Easy access
Properties
Open
Edit
History
Select all
Select none
Invert selection
Clipboard
Organize
New
Open
Select
Search WinX
Favorites
Desktop
Downloads
Recent places
Libraries
Documents
Music
Pictures
Videos
Homegroup
Lance Whitney
Computer
Network

« AppData ▸ Local ▸ Microsoft ▸ Windows ▸ WinX ▸

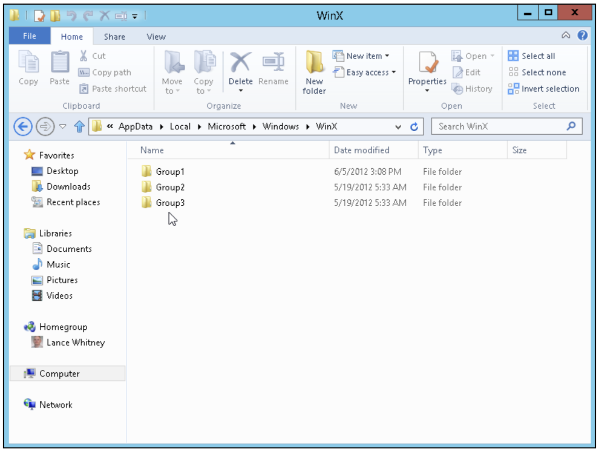
Name	Date modified	Type	Size
Group1	6/5/2012 3:08 PM	File folder	
Group2	5/19/2012 5:33 AM	File folder	
Group3	5/19/2012 5:33 AM	File folder	



« AppData ▸ Local ▸ Microsoft ▸ Windows ▸ WinX ▸

Name	Date modified	Type	Size
Group1	6/5/2012 3:08 PM	File folder	
Group2	5/19/2012 5:33 AM	File folder	
Group3	5/19/2012 5:33 AM	File folder	

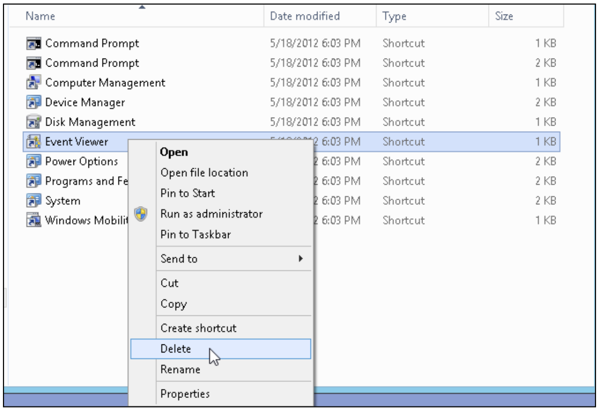
1 Open the folder for Power User Tasks menu: Launch the desktop and open File Explorer. In the address field in File Explorer, type the following path: **%userprofile%\AppData\Local\Microsoft\Windows\WinX**.



« AppData ▸ Local ▸ Microsoft ▸ Windows ▸ WinX ▸

Name	Date modified	Type	Size
Group1	6/5/2012 3:08 PM	File folder	
Group2	5/19/2012 5:33 AM	File folder	
Group3	5/19/2012 5:33 AM	File folder	

2 View the existing entries: You should see three folders — Group1, Group2, and Group3. These three groups correspond to the three sections displayed on the Power User Tasks menu, going from bottom to top. Each folder contains shortcuts to various commands.

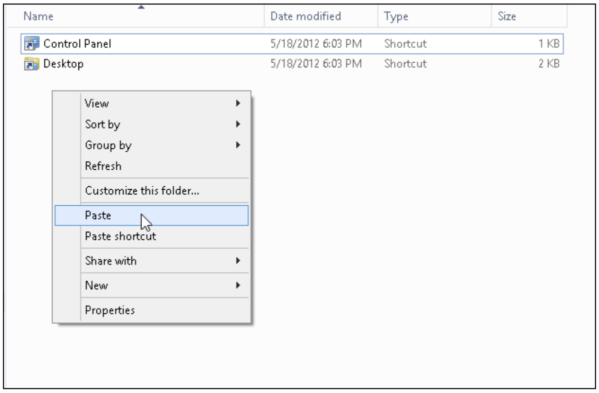


Name	Date modified	Type	Size
Command Prompt	5/18/2012 6:03 PM	Shortcut	1 KB
Command Prompt	5/18/2012 6:03 PM	Shortcut	2 KB
Computer Management	5/18/2012 6:03 PM	Shortcut	1 KB
Device Manager	5/18/2012 6:03 PM	Shortcut	2 KB
Disk Management	5/18/2012 6:03 PM	Shortcut	1 KB
Event Viewer	6:03 PM	Shortcut	1 KB
Power Options	6:03 PM	Shortcut	2 KB
Programs and Fe	6:03 PM	Shortcut	2 KB
System	6:03 PM	Shortcut	2 KB
Windows Mobilit	6:03 PM	Shortcut	1 KB

Open
Open file location
Pin to Start
Run as administrator
Pin to Taskbar
Send to
Cut
Copy
Create shortcut
Delete
Rename
Properties

3 Delete a command:

For this example, the Event Viewer shortcut in Group3 is deleted. Open the Group3 folder. Right-click the Event Viewer shortcut and select Delete from the pop-up menu.

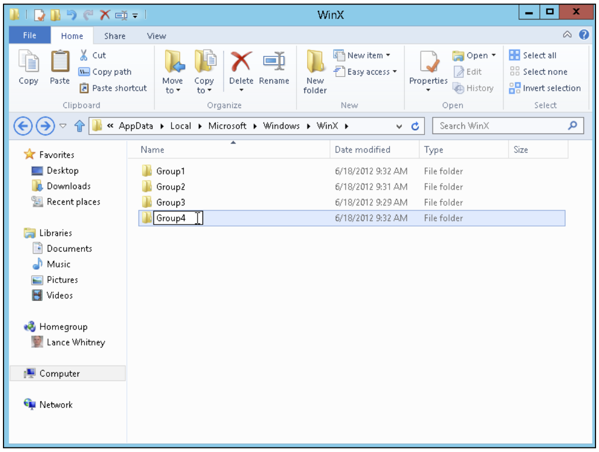


Name	Date modified	Type	Size
Control Panel	5/18/2012 6:03 PM	Shortcut	1 KB
Desktop	5/18/2012 6:03 PM	Shortcut	2 KB

View
Sort by
Group by
Refresh
Customize this folder...
Paste
Paste shortcut
Share with
New
Properties

4 Add a command:

For this example, a command is moved from Group2 to Group1. Go back one folder and open the Group2 folder. Right-click the shortcut for Control Panel and select Cut from the pop-up menu. Go back one folder and open the Group1 folder. Right-click any empty area of the Group1 window and select Paste from the pop-up menu. The shortcut for Control Panel appears.

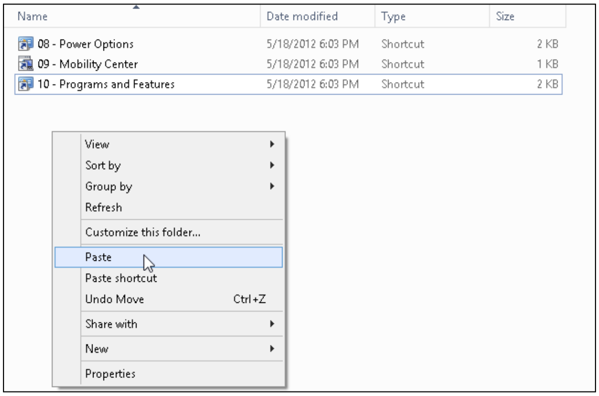


WinX
File
Home
Share
View
Copy
Paste
Cut
Copy path
Paste shortcut
Clipboard
Move to
Copy to
Delete
Rename
Organize
New folder
New item
Easy access
New
Properties
Open
Edit
History
Open
Select all
Select none
Invert selection
Select
« AppData › Local › Microsoft › Windows › WinX ›
Search WinX
Favorites
Desktop
Downloads
Recent places
Libraries
Documents
Music
Pictures
Videos
Homegroup
Lance Whitney
Computer
Network

Name	Date modified	Type	Size
Group1	6/18/2012 9:32 AM	File folder	
Group2	6/18/2012 9:31 AM	File folder	
Group3	6/18/2012 9:29 AM	File folder	
Group4	6/18/2012 9:32 AM	File folder	

5 Add a folder:

Move back one folder to the WinX folder. Click the New Fiolder icon on the Ribbon. Name the new folder Group4.

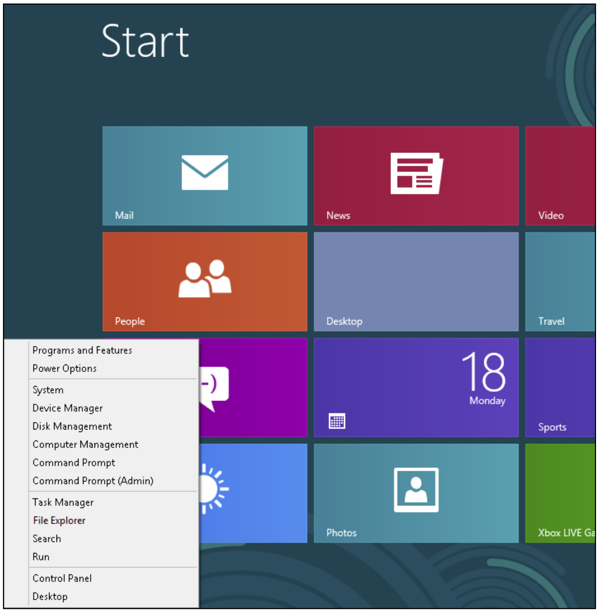


Name	Date modified	Type	Size
08 - Power Options	5/18/2012 6:03 PM	Shortcut	2 KB
09 - Mobility Center	5/18/2012 6:03 PM	Shortcut	1 KB
10 - Programs and Features	5/18/2012 6:03 PM	Shortcut	2 KB

View
Sort by
Group by
Refresh
Customize this folder...
Paste
Paste shortcut
Undo Move Ctrl+Z
Share with
New
Properties

6 Move a command to the new folder:

Open Group3. Hold down the Ctrl key and select the shortcuts for Power Options and Programs and Features. Right-click any of the shortcuts and select Cut from the pop-up menu. Move back one folder and open the Group4 folder. Right-click any empty area of the Group4 window and select Paste from the pop-up menu. The shortcuts for Power Options and Programs and Features appear.

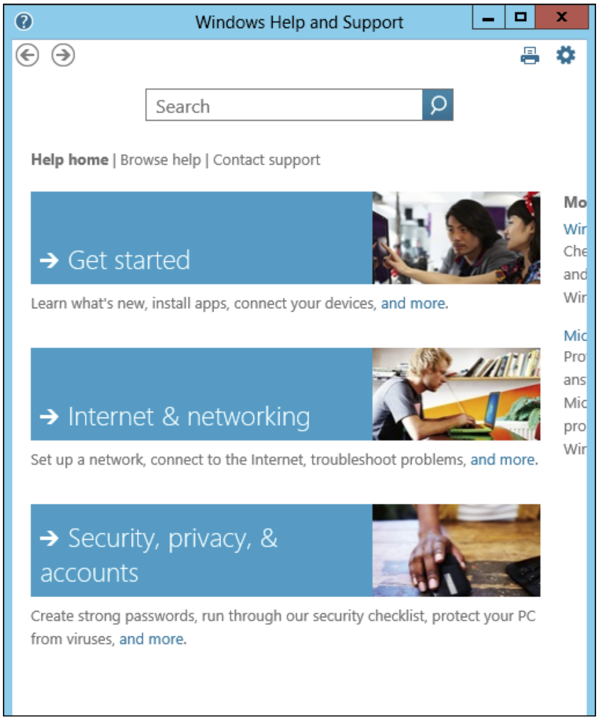

Start
Mail
News
Video
People
Desktop
Travel
18
Monday
Sports
Photos
Xbox LIVE Ga
Programs and Features
Power Options
System
Device Manager
Disk Management
Computer Management
Command Prompt
Command Prompt (Admin)
Task Manager
File Explorer
Search
Run
Control Panel
Desktop

7 View the new menu: Close the File Explorer window. Press Alt+F4 to display the Shut down Windows menu. Choose Sign out from the drop-down menu. Log back in to Windows. Right-click the lower-left hot corner. The redesigned Power User Tasks menu appears.

tip You cannot add new entries to the menu, but you can delete and move commands to organize it to your own preferences.

Quick Fix

Accessing Built-in Help for Windows 8


Windows Help and Support
Search
Help home | Browse help | Contact support
Get started
Internet & networking
Security, privacy, & accounts

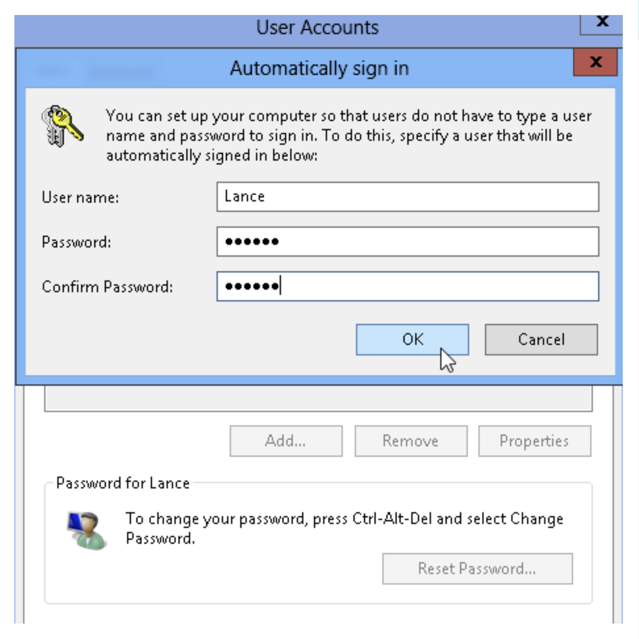
Learn what's new, install apps, connect your devices, and more.

Set up a network, connect to the Internet, troubleshoot problems, and more.

Create strong passwords, run through our security checklist, protect your PC from viruses, and more.

At the Start screen, type **help**. Click the Help and Support app from the search results in the left pane. A Windows Help and Support screen opens with various topics and links that you can click to learn more about Windows 8 and find specific information.

Logging in to Windows Automatically



User Accounts

Automatically sign in

You can set up your computer so that users do not have to type a user name and password to sign in. To do this, specify a user that will be automatically signed in below:

User name: Lance

Password: ••••••

Confirm Password: ••••••

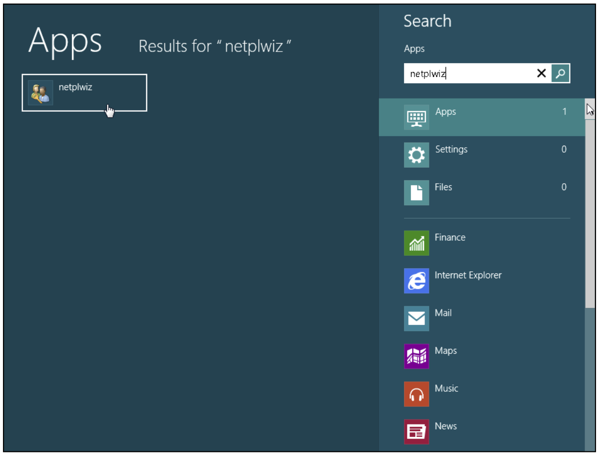
OK
Cancel
Add...
Remove
Properties

Password for Lance

To change your password, press Ctrl-Alt-Del and select Change Password.

Reset Password...

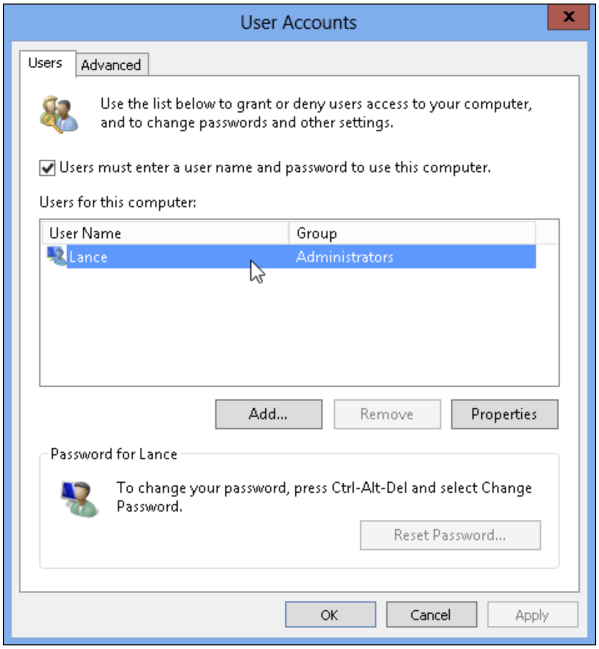
By default, Windows 8 requires you to log in with your Microsoft account or a local account to use your computer. This is set up as a security precaution so that other people cannot use Windows and gain access to your applications and personal documents. But if you are using Windows in a safe and secure place, especially at home, having to log in each time can be a hassle. Using the User Accounts Control Panel, you can bypass the Windows Lock screen and login screen to arrive at the Start screen directly. This task explains how to log in to Windows automatically.


Apps
Results for " netplwiz "
netplwiz
Search
Apps
netplwiz
Apps 1
Settings 0
Files 0
Finance
Internet Explorer
Mail
Maps
Music
News

1 Open the User Accounts Control Panel:

From the Start screen, type **netplwiz**. Netplwiz appears as an app in the search results in the left pane. Click that command.

tip If Windows is set up with more than one account, you can choose any or all of the accounts for automatic login.


User Accounts
Users
Advanced

Use the list below to grant or deny users access to your computer, and to change passwords and other settings.

☑ Users must enter a user name and password to use this computer.

Users for this computer:

User Name	Group
Lance	Administrators

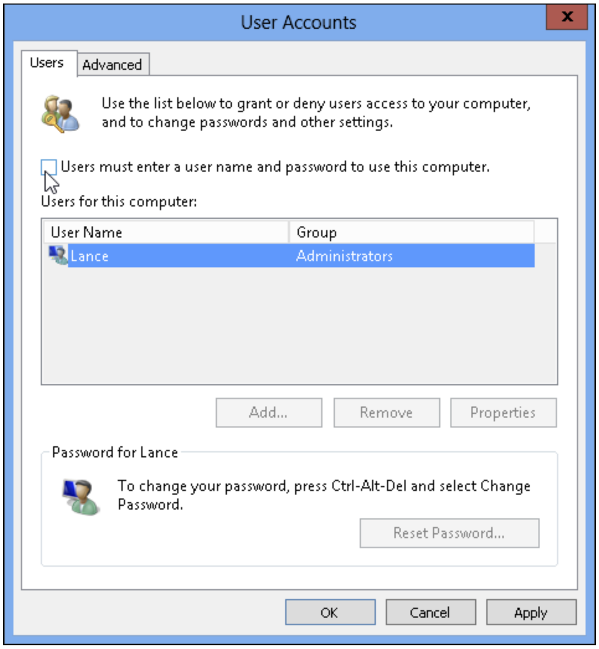
Add...
Remove
Properties

Password for Lance

To change your password, press Ctrl-Alt-Del and select Change Password.

Reset Password...
OK
Cancel
Apply

2 Select the account: In the User Accounts Control Panel, select the account that you want to use to log in automatically.


User Accounts
Users
Advanced

Use the list below to grant or deny users access to your computer, and to change passwords and other settings.

☐ Users must enter a user name and password to use this computer.

Users for this computer:

User Name	Group
Lance	Administrators

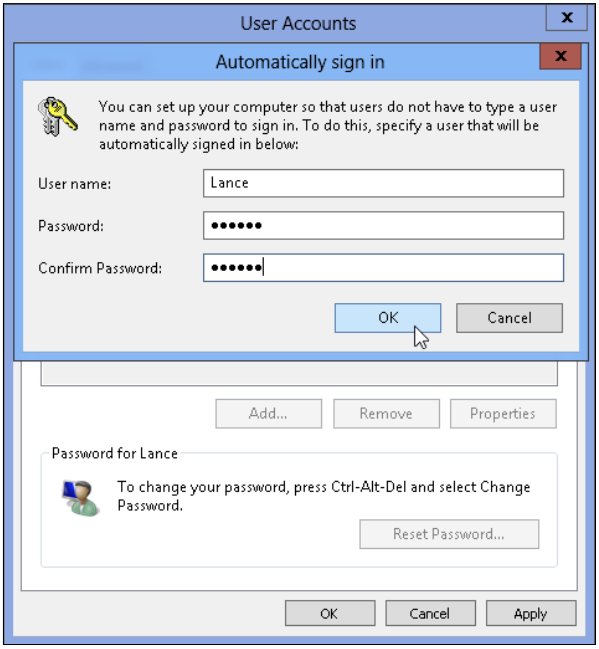
Add...
Remove
Properties

Password for Lance

To change your password, press Ctrl-Alt-Del and select Change Password.

Reset Password...
OK
Cancel
Apply

3 Turn off username and password requirement: Deselect the Users must enter a username and password to use this computer check box. Click OK.


User Accounts
Automatically sign in

You can set up your computer so that users do not have to type a user name and password to sign in. To do this, specify a user that will be automatically signed in below:

User name: Lance

Password: ••••••

Confirm Password: ••••••

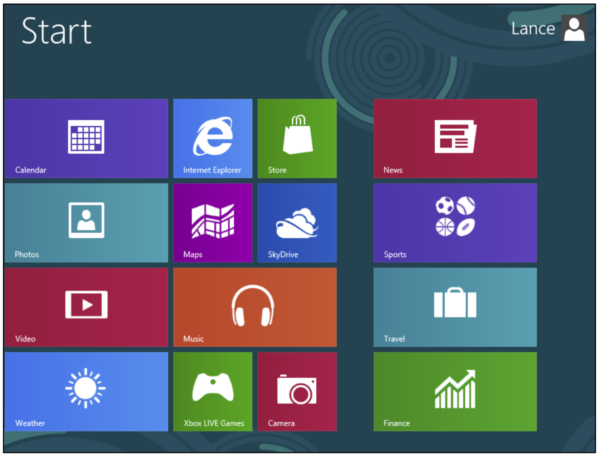
OK
Cancel
Add...
Remove
Properties

Password for Lance

To change your password, press Ctrl-Alt-Del and select Change Password.

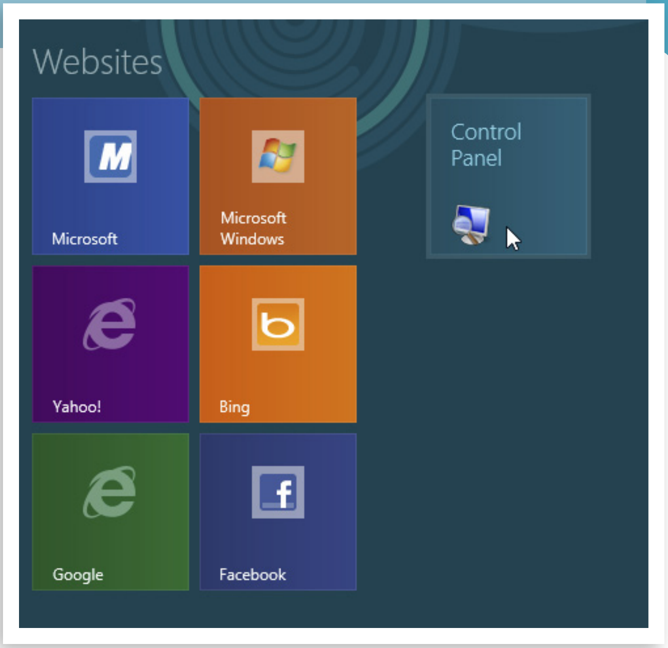
Reset Password...
OK
Cancel
Apply

4 Enter password: Type your password once and then a second time to confirm it. Click OK. Click OK again to close the User Accounts Control Panel.


Start
Lance
Calendar
Internet Explorer
Store
News
Photos
Maps
SkyDrive
Sports
Video
Music
Travel
Weather
Xbox LIVE Games
Camera
Finance

5 Restart: Restart Windows. Windows bypasses the Lock screen and login screen to automatically take you to the Start screen.

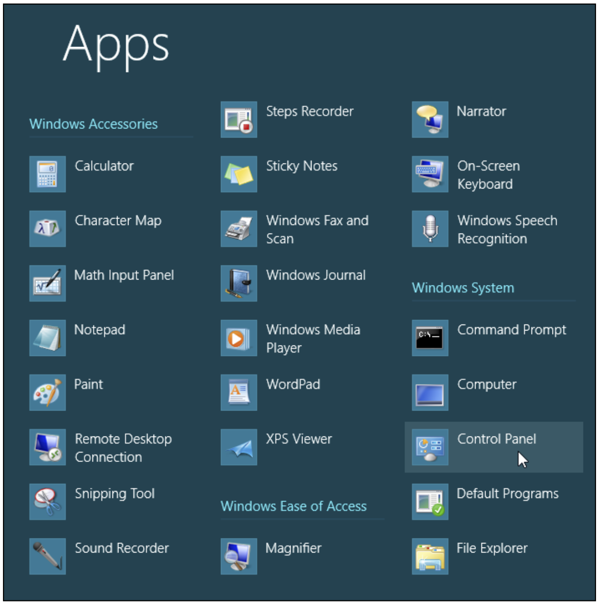
Changing the Icon for a Desktop Tile



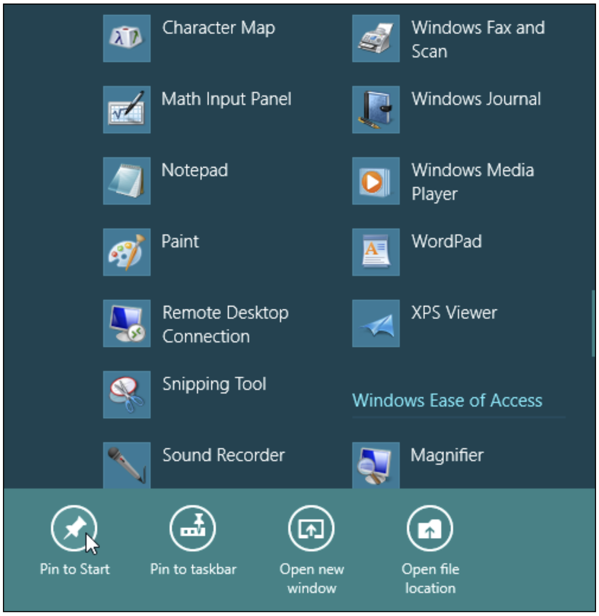
Windows 8 displays specific icons for desktop applications that you have pinned to the Start screen. For example, Calculator displays an icon of a calculator, Notepad displays an icon of a notepad, and File Explorer displays an icon of a folder. Certain folders, such as Documents, Music, and Pictures, also display icons related to their file types. But you may not want to stick with the default choices and instead use different icons. In that case, you can change the icons used for the Start screen tiles and desktop shortcuts for any desktop application or folder. This task explains how to change the Start screen and desktop shortcut icons for desktop applications.

tip You can only change the icon for desktop apps, not for Windows 8 apps.

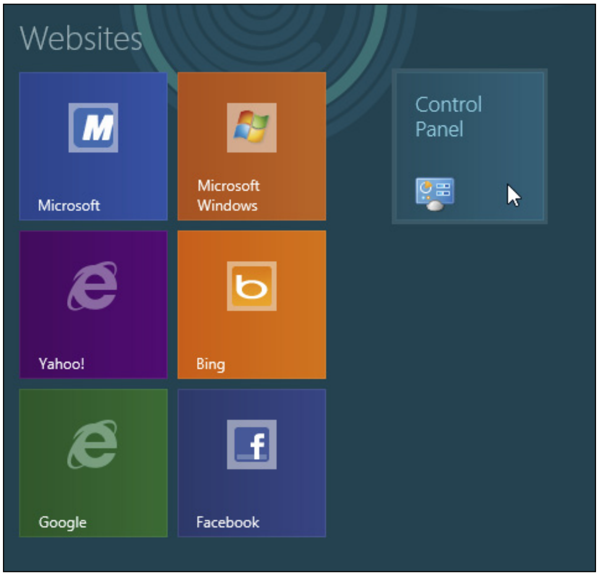
tip Even after you change the icon for an application, the tile displayed in the Apps screen remains the same.


Apps
Windows Accessories
Calculator
Character Map
Math Input Panel
Notepad
Paint
Remote Desktop Connection
Snipping Tool
Sound Recorder
Steps Recorder
Sticky Notes
Windows Fax and Scan
Windows Journal
Windows Media Player
WordPad
XPS Viewer
Windows Ease of Access
Magnifier
Narrator
On-Screen Keyboard
Windows Speech Recognition
Windows System
Command Prompt
Computer
Control Panel
Default Programs
File Explorer

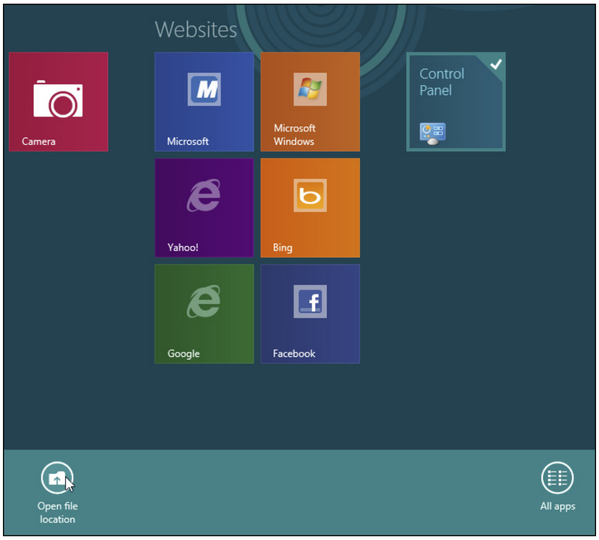
1 Find the tile for a desktop app: Launch the Apps screen by right-clicking any empty area in the Start screen and selecting All apps from the bottom app bar. Choose the tile for a desktop application whose icon you wish to change, such as Control Panel.


Character Map
Windows Fax and Scan
Math Input Panel
Windows Journal
Notepad
Windows Media Player
Paint
WordPad
Remote Desktop Connection
XPS Viewer
Snipping Tool
Windows Ease of Access
Sound Recorder
Magnifier
Pin to Start
Pin to taskbar
Open new window
Open file location

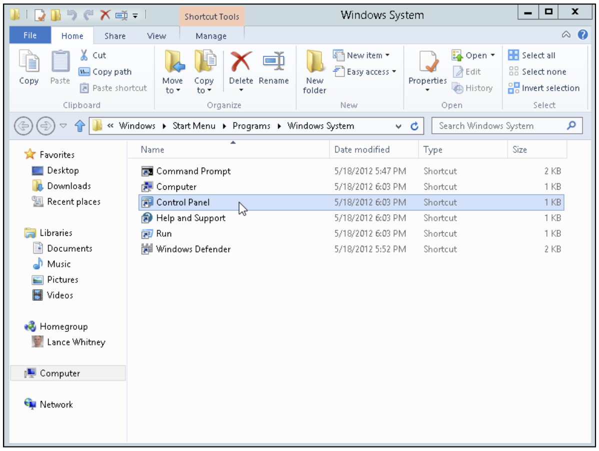
2 Pin the tile to the Start screen: Right-click the tile and select Pin to Start from the app bar.


Websites
Microsoft
Microsoft Windows
Control Panel
Yahoo!
Bing
Google
Facebook

3 Return to Start screen: Return to the Start screen by pressing the Windows key or clicking the thumbnail in the lower-left hot corner. Move to the end of the Start screen to view the new tile.

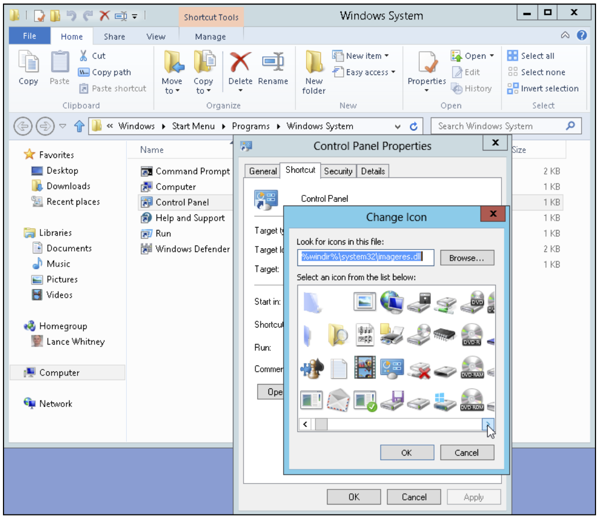

Websites
Camera
Microsoft
Microsoft Windows
Control Panel
Yahoo!
Bing
Google
Facebook
Open file location
All apps

4 Open the file location: Right-click on the tile and select Open file location in the app bar.


Windows System
Shortcut Tools
File
Home
Share
View
Manage
Windows › Start Menu › Programs › Windows System
Search Windows System
Favorites
Desktop
Downloads
Recent places
Libraries
Documents
Music
Pictures
Videos
Homegroup
Lance Whitney
Computer
Network

Name	Date modified	Type	Size
Command Prompt	5/18/2012 5:47 PM	Shortcut	2 KB
Computer	5/18/2012 6:03 PM	Shortcut	1 KB
Control Panel	5/18/2012 6:03 PM	Shortcut	1 KB
Help and Support	5/18/2012 6:03 PM	Shortcut	1 KB
Run	5/18/2012 6:03 PM	Shortcut	1 KB
Windows Defender	5/18/2012 5:52 PM	Shortcut	2 KB

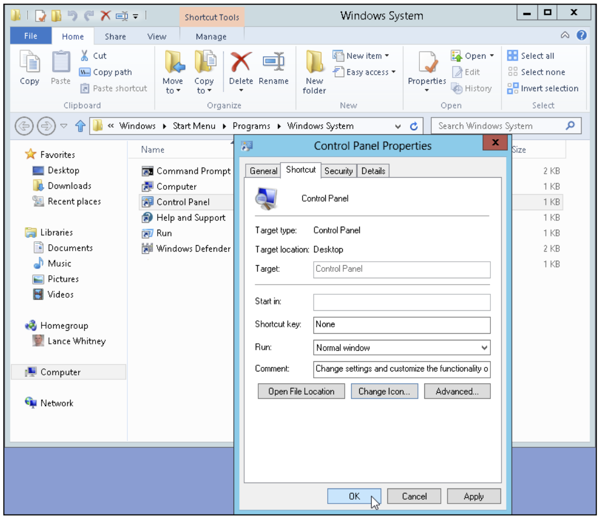
5 View the shortcut: Windows switches to the desktop and displays the application's shortcut in File Explorer.


Windows System
Control Panel Properties
General
Shortcut
Security
Details
Change Icon
Browse...
OK
Cancel
Apply

Look for icons in this file: %windir%\system32\imageres.dll

Select an icon from the list below:

6 View available icons: Right-click the application's shortcut and select Properties from the pop-up menu. From the Properties window, click Change Icon.


Windows System
Control Panel Properties
General
Shortcut
Security
Details
Open File Location
Change Icon...
Advanced...
OK
Cancel
Apply

Control Panel

Target type: Control Panel

Target location: Desktop

Target: Control Panel

Start in:

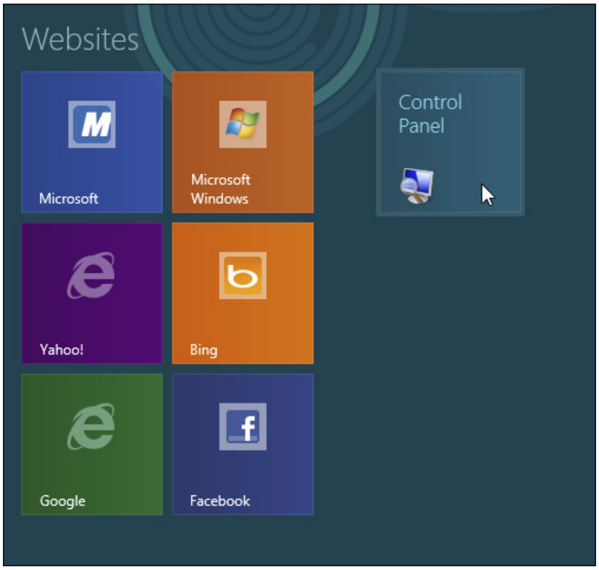
Shortcut key: None

Run: Normal window

Comment: Change settings and customize the functionality o

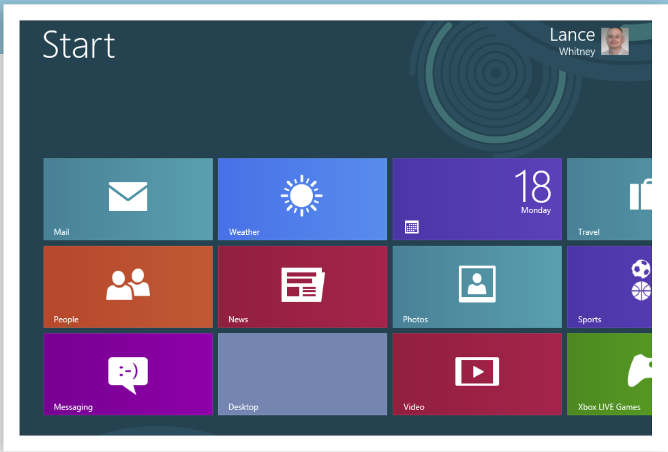
7 Pick the new icon: The available icons display from the application's executable file or from one of the Windows DLL library files. Browse the icons until you find one you like. Click that icon. Click OK. Click OK again to close the application's properties window.

tip You can find a large number of icons by switching to the C:\Windows\system32\shell32.dll file in the Change Icon screen.

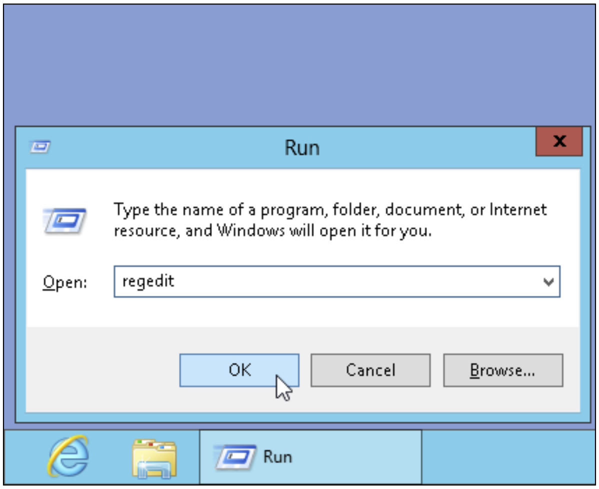

Websites
Microsoft
Microsoft Windows
Control Panel
Yahoo!
Bing
Google
Facebook

8 View tile's new icon: You should see the application's new icon in File Explorer. Press the Windows key or click the thumbnail in the lower-left hot corner to return to the Start screen. Move to the end of the Start screen to view the application's tile where the new icon appears.

Changing the Number of Start Screen Rows


Start
Lance
Whitney
Mail
Weather
18
Monday
Travel
People
News
Photos
Sports
Messaging
Desktop
Video
Xbox LIVE Games

The Windows 8 Start screen displays a certain number of tile rows based on your screen resolution. For example, a resolution of 800 × 600 displays three rows of tiles, a resolution of 1024 × 768 displays four tile rows, and a resolution of 1280 × 1024 displays five tile rows. But using a Registry tweak, you can increase or decrease the number of tile rows. The minimum number of tile rows is 1, but the maximum number depends on your screen resolution. For example, a resolution of 1024 × 768 can display up to four tile rows, but a resolution of 1280 × 1024 can display up to six tile rows. This task explains how to change the number of tile rows displayed on the Start screen.


Run

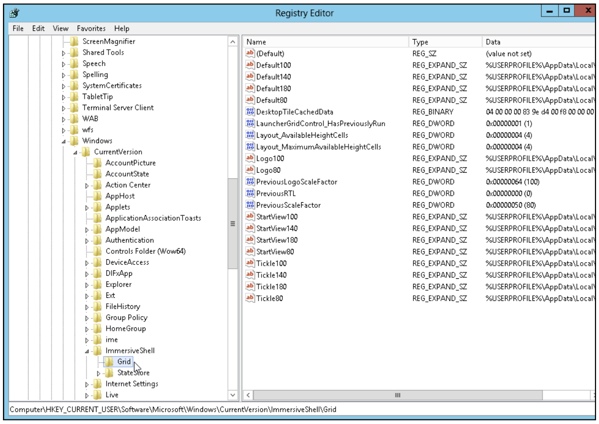
Type the name of a program, folder, document, or Internet resource, and Windows will open it for you.

Open: regedit

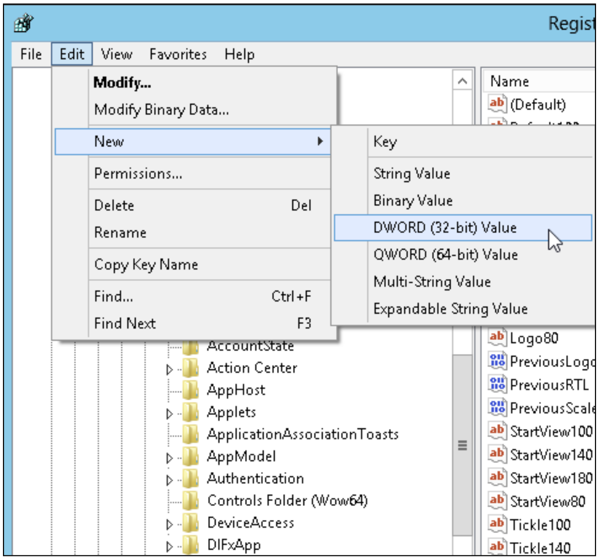
OK
Cancel
Browse...
Run

1 Open the Registry: Hold down the Windows key and press R to open the Run command. Type **regedit** in the Open field. Click Yes if you receive a User Account Control message asking if you want to allow the following program to make changes to this computer.

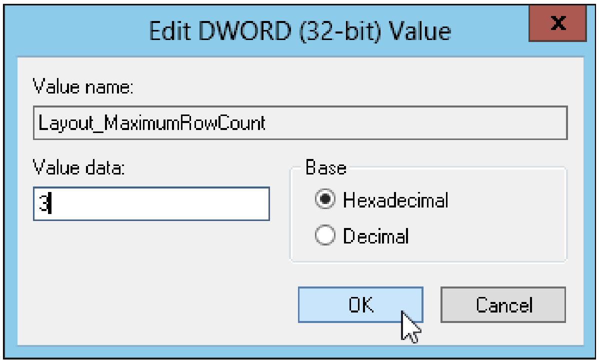
tip Back up the Registry key before you modify it. In regedit, choose File → Export, and then name the reg file.


Registry Editor
File Edit View Favorites Help
ImmersiveShell
Grid
StateStore
Computer\HKEY_CURRENT_USER\Software\Microsoft\Windows\CurrentVersion\ImmersiveShell\Grid

2 Find the right key: Navigate to and click the following Registry key: HKEY_CURRENT_USER\Software\Microsoft\Windows\CurrentVersion\ImmersiveShell\Grid


Regist
File Edit View Favorites Help
Modify...
Modify Binary Data...
New
Permissions...
Delete Del
Rename
Copy Key Name
Find... Ctrl+F
Find Next F3
Key
String Value
Binary Value
DWORD (32-bit) Value
QWORD (64-bit) Value
Multi-String Value
Expandable String Value
Name

3 Add the value: Choose Edit → New → DWORD (32-bit) Value. Replace the name New Value #1 with the new name Layout_MaximumRowCount. Press Enter.

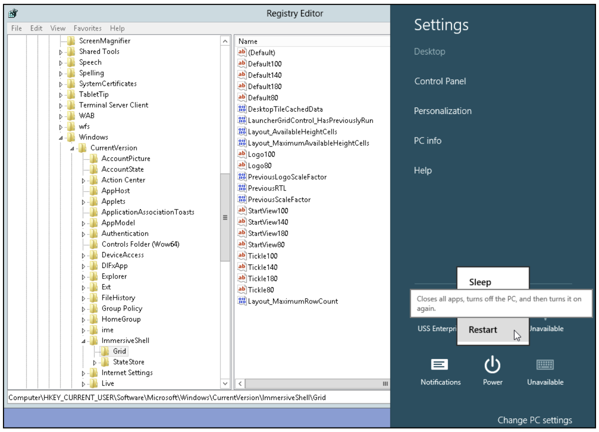

Edit DWORD (32-bit) Value

Value name: Layout_MaximumRowCount

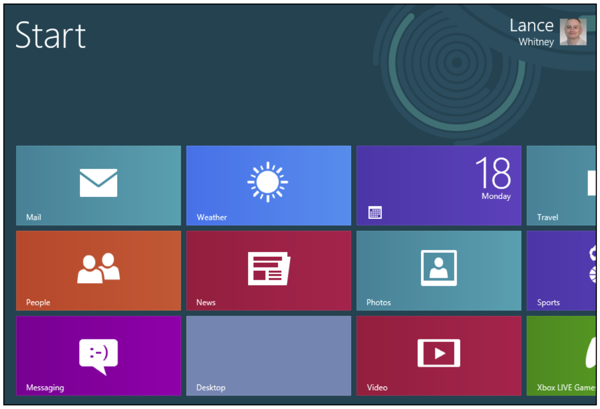
Value data: 3

Base
● Hexadecimal
○ Decimal

4 Change the value: Double-click the name Layout_MaximumRowCount. Change the value in the Value data field from 0 to the number of rows you want to display. Depending on your screen resolution, the maximum number of rows can vary from 3 to 6, while the minimum is 1. For example, if you want to display three rows on the Start screen, type **3**. Click OK.

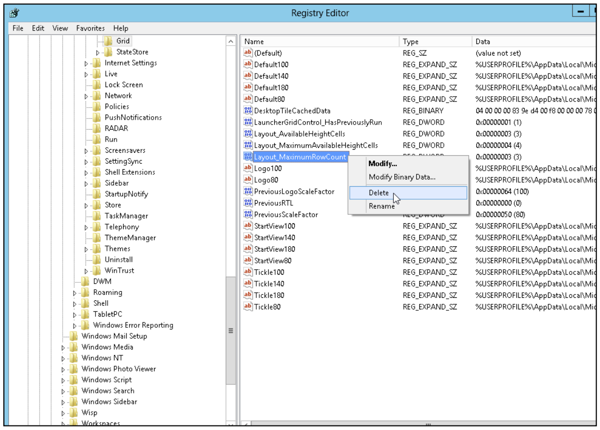

Registry Editor
Settings
Desktop
Control Panel
Personalization
PC info
Help
Sleep
Closes all apps, turns off the PC, and then turns it on again.
Restart
Notifications
Power
Unavailable
Change PC settings

5 Reboot: Restart your computer for the changes to take effect.


Start
Lance
Whitney
Mail
Weather
18
Monday
Travel
People
News
Photos
Sports
Messaging
Desktop
Video
Xbox LIVE Game

6 Check the Start screen: After your computer reboots, log in to Windows. Check the Start screen. The tiles appear in the number of rows you specified.

tip You can restore the Registry key by double-clicking the reg file in File Explorer.

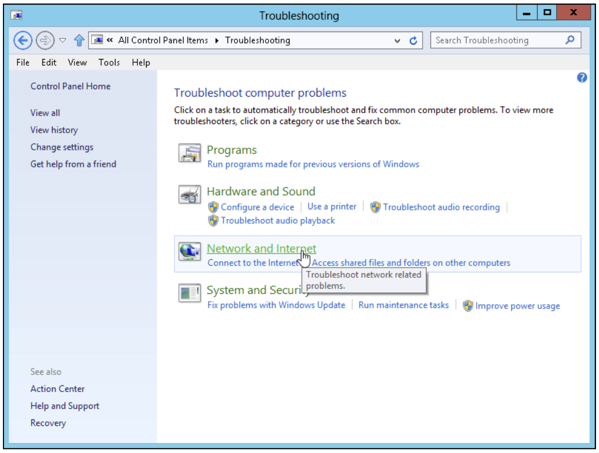

Registry Editor
File
Edit
View
Favorites
Help
Grid
StateStore
Internet Settings
Live
Lock Screen
Network
Policies
PushNotifications
RADAR
Run
Screensavers
SettingSync
Shell Extensions
Sidebar
StartupNotify
Store
TaskManager
Telephony
ThemeManager
Themes
Uninstall
WinTrust
DWM
Roaming
Shell
TabletPC
Windows Error Reporting
Windows Mail Setup
Windows Media
Windows NT
Windows Photo Viewer
Windows Script
Windows Search
Windows Sidebar
Wisp
Workspaces
Modify...
Modify Binary Data...
Delete
Rename

Name	Type	Data
(Default)	REG_SZ	(value not set)
Default100	REG_EXPAND_SZ	%USERPROFILE%\AppData\Local\Mi
Default140	REG_EXPAND_SZ	%USERPROFILE%\AppData\Local\Mi
Default180	REG_EXPAND_SZ	%USERPROFILE%\AppData\Local\Mi
Default80	REG_EXPAND_SZ	%USERPROFILE%\AppData\Local\Mi
DesktopTileCachedData	REG_BINARY	04 00 00 00 83 9e d4 00 f8 00 00 00 78
LauncherGridControl_HasPreviouslyRun	REG_DWORD	0x00000001 (1)
Layout_AvailableHeightCells	REG_DWORD	0x00000003 (3)
Layout_MaximumAvailableHeightCells	REG_DWORD	0x00000004 (4)
Layout_MaximumRowCount		0x00000003 (3)
Logo100		%USERPROFILE%\AppData\Local\Mi
Logo80		%USERPROFILE%\AppData\Local\Mi
PreviousLogoScaleFactor		0x00000064 (100)
PreviousRTL		0x00000000 (0)
PreviousScaleFactor		0x00000050 (80)
StartView100	REG_EXPAND_SZ	%USERPROFILE%\AppData\Local\Mi
StartView140	REG_EXPAND_SZ	%USERPROFILE%\AppData\Local\Mi
StartView180	REG_EXPAND_SZ	%USERPROFILE%\AppData\Local\Mi
StartView80	REG_EXPAND_SZ	%USERPROFILE%\AppData\Local\Mi
Tickle100	REG_EXPAND_SZ	%USERPROFILE%\AppData\Local\Mi
Tickle140	REG_EXPAND_SZ	%USERPROFILE%\AppData\Local\Mi
Tickle180	REG_EXPAND_SZ	%USERPROFILE%\AppData\Local\Mi
Tickle80	REG_EXPAND_SZ	%USERPROFILE%\AppData\Local\Mi

7 Return to the default: To return to the default number of rows for your resolution, open the Registry again. Return to the HKEY_CURRENT_USER\Software\Microsoft\Windows\CurrentVersion\ImmersiveShell\Grid key. Right-click on the Layout_MaximumRowCount subkey and click Delete from the pop-up menu. Restart your computer and log back in to Windows.

Quick Fix

Troubleshooting Computer Problems


Troubleshooting
« All Control Panel Items ▸ Troubleshooting
Search Troubleshooting
File
Edit
View
Tools
Help
Control Panel Home
View all
View history
Change settings
Get help from a friend
Programs
Run programs made for previous versions of Windows
Hardware and Sound
Configure a device
Use a printer
Troubleshoot audio recording
Troubleshoot audio playback
Network and Internet
Connect to the Internet
Access shared files and folders on other computers
System and Security
Fix problems with Windows Update
Run maintenance tasks
Improve power usage
See also
Action Center
Help and Support
Recovery

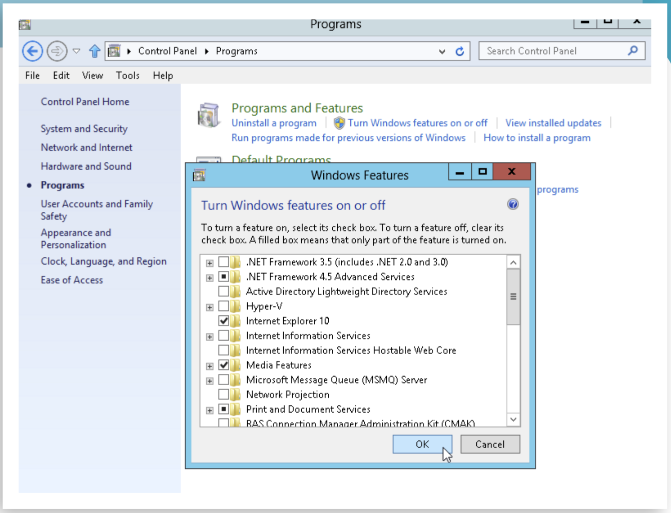
Troubleshoot computer problems

Click on a task to automatically troubleshoot and fix common computer problems. To view more troubleshooters, click on a category or use the Search box.

Troubleshoot network related problems.

Open Control Panel. Click System and Security. Under Action Center, click Troubleshoot common computer problems. Click the category that best matches the problem you are experiencing. Then click a specific task to allow Windows to detect and try to resolve the problem.

Turning Windows Features On or Off

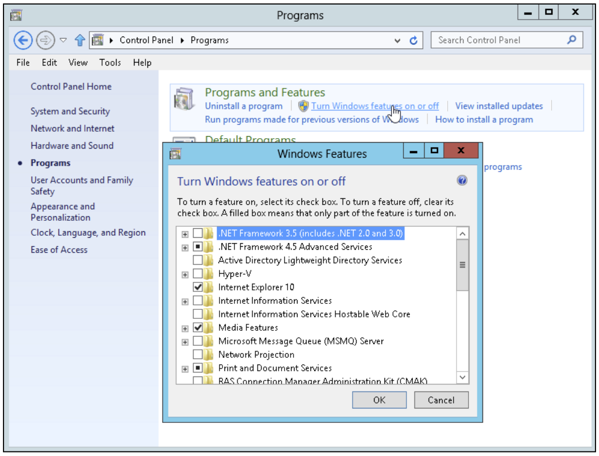

Programs
Control Panel ▸ Programs
Search Control Panel
File Edit View Tools Help
Control Panel Home
System and Security
Network and Internet
Hardware and Sound
Programs
User Accounts and Family Safety
Appearance and Personalization
Clock, Language, and Region
Ease of Access
Programs and Features
Uninstall a program
Turn Windows features on or off
View installed updates
Run programs made for previous versions of Windows
How to install a program
Default Programs
programs
Windows Features
OK
Cancel

Turn Windows features on or off

To turn a feature on, select its check box. To turn a feature off, clear its check box. A filled box means that only part of the feature is turned on.

- ☐ .NET Framework 3.5 (includes .NET 2.0 and 3.0)
- ■ .NET Framework 4.5 Advanced Services
- ☐ Active Directory Lightweight Directory Services
- ☐ Hyper-V
- ☑ Internet Explorer 10
- ☐ Internet Information Services
- ☐ Internet Information Services Hostable Web Core
- ☑ Media Features
- ☐ Microsoft Message Queue (MSMQ) Server
- ☐ Network Projection
- ■ Print and Document Services
- ☐ RAS Connection Manager Administration Kit (CMAK)

Certain Windows features that you may need are turned on by default, including Internet Explorer, Windows Media Player, Windows Fax and Scan, and Windows Search. But other features, including Hyper-V and Telnet, are not enabled by default. These features are available in Windows 8 but are simply not enabled. You can easily turn certain Windows features on and off depending on whether you need them. For example, you may need the Telnet client to open a telnet session on a remote computer but not need the Windows Gadget Platform if you do not intend to display gadgets on your desktop. This task explains how to turn various Windows features on and off.


Programs
Control Panel ▸ Programs
Search Control Panel
File Edit View Tools Help
Control Panel Home
System and Security
Network and Internet
Hardware and Sound
Programs
User Accounts and Family Safety
Appearance and Personalization
Clock, Language, and Region
Ease of Access
Programs and Features
Uninstall a program
Turn Windows features on or off
View installed updates
Run programs made for previous versions of Windows
How to install a program
Default Programs
programs
Windows Features
OK
Cancel

Turn Windows features on or off

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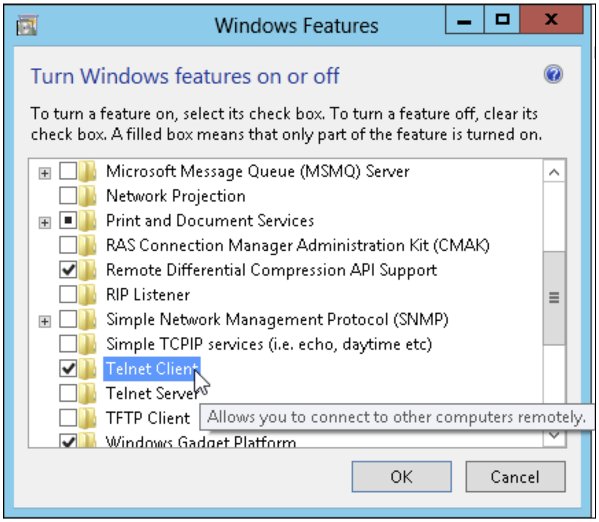
- ■ .NET Framework 4.5 Advanced Services
- ☐ Active Directory Lightweight Directory Services
- ☐ Hyper-V
- ☑ Internet Explorer 10
- ☐ Internet Information Services
- ☐ Internet Information Services Hostable Web Core
- ☑ Media Features
- ☐ Microsoft Message Queue (MSMQ) Server
- ☐ Network Projection
- ■ Print and Document Services
- ☐ RAS Connection Manager Administration Kit (CMAK)

1 Open the Windows Features screen: Launch the desktop by clicking the Desktop tile on the Start screen. Hover your mouse in the lower-right hot corner to display the Charms bar. Click the Settings charm and click the link for Control Panel at the top of the bar. In Control Panel, click the category for Programs. Under Programs and Features, click Turn Windows features on and off.



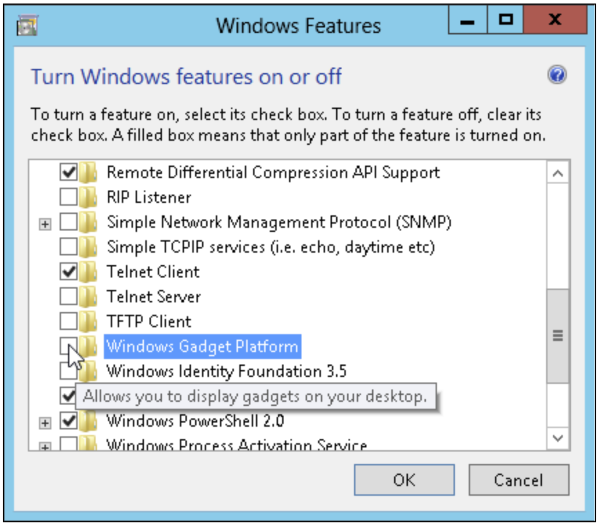
Turn Windows features on or off

To turn a feature on, select its check box. To turn a feature off, clear its check box. A filled box means that only part of the feature is turned on.

- ☐ Microsoft Message Queue (MSMQ) Server
- ☐ Network Projection
- ■ Print and Document Services
- ☐ RAS Connection Manager Administration Kit (CMAK)
- ☑ Remote Differential Compression API Support
- ☐ RIP Listener
- ☐ Simple Network Management Protocol (SNMP)
- ☐ Simple TCPIP services (i.e. echo, daytime etc)
- ☑ Telnet Client
- ☐ Telnet Server
- ☐ TFTP Client
- ☑ Windows Gadget Platform

Allows you to connect to other computers remotely.

2 Select a feature to turn on: As one example, the Telnet client allows you to open a telnet session onto a remote computer. Select the Telnet Client check box to turn it on.

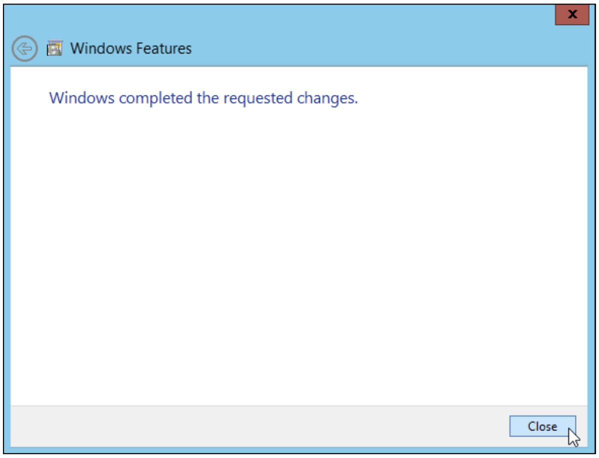


Turn Windows features on or off

To turn a feature on, select its check box. To turn a feature off, clear its check box. A filled box means that only part of the feature is turned on.

- ☑ Remote Differential Compression API Support
- ☐ RIP Listener
- ☐ Simple Network Management Protocol (SNMP)
- ☐ Simple TCPIP services (i.e. echo, daytime etc)
- ☑ Telnet Client
- ☐ Telnet Server
- ☐ TFTP Client
- ☐ Windows Gadget Platform
- ☐ Windows Identity Foundation 3.5
- ☑ Allows you to display gadgets on your desktop.
- ☑ Windows PowerShell 2.0
- ☐ Windows Process Activation Service

3 Select a feature to turn off: Most of the features enabled are ones you want to keep. But as one example, the Windows Gadget Platform is needed only if you want to display gadgets on the desktop. Deselect the Windows Gadget Platform check box to turn it off.

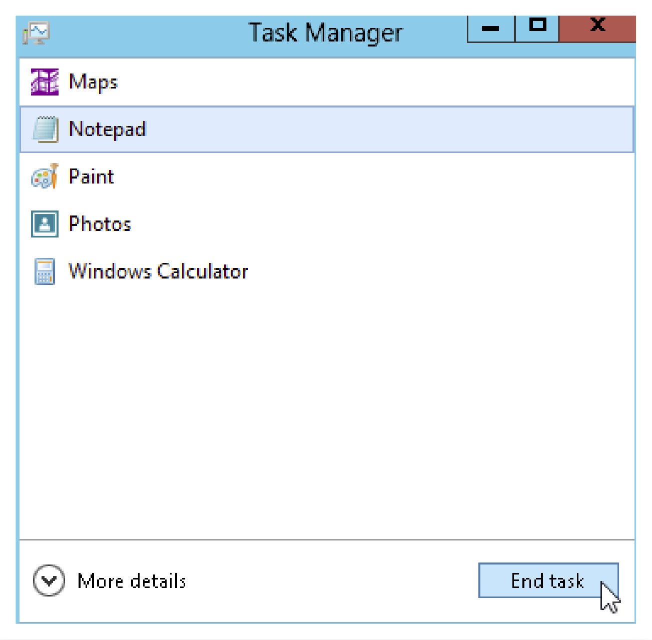


Windows completed the requested changes.

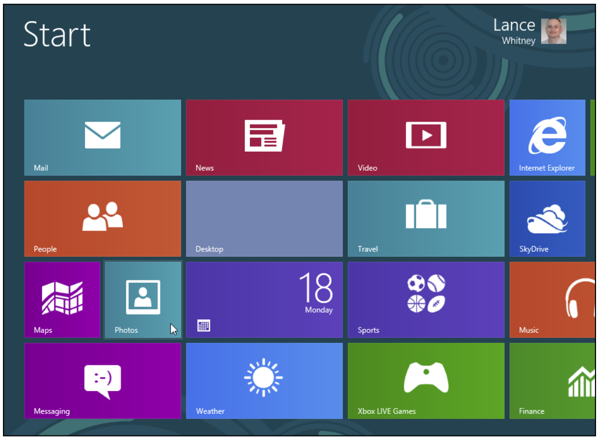
4 Enable changes: After you select the features to turn on or off, click OK. Windows searches for required files and then applies the changes. After the selected features have been turned on or off, Windows displays a screen indicating that it has completed the requested changes. Click Close or click Restart now if Windows prompts you to reboot your PC.

tip You need to turn on the Hyper-V feature if you want to run virtual machines in Windows 8.

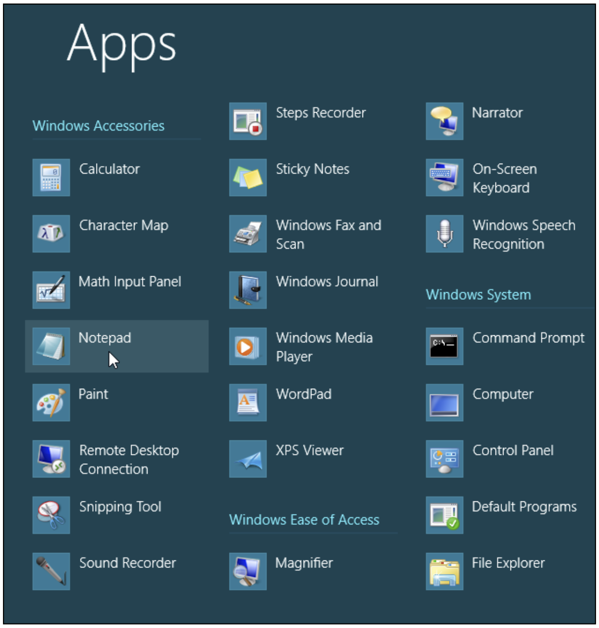
Forcing an Application to Shut Down


Task Manager
Maps
Notepad
Paint
Photos
Windows Calculator
More details
End task

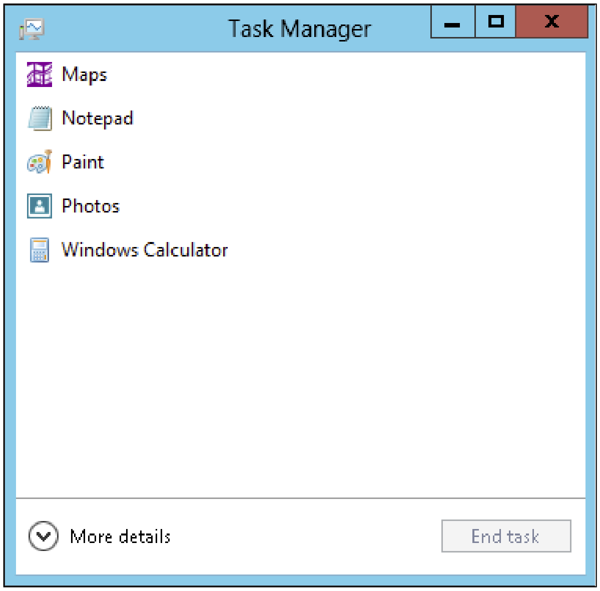
Windows applications can sometimes be stubborn and freeze or lock up, preventing you from closing them the normal way. If an application hangs, you should wait at least a couple of minutes to see if it comes back to life, especially if it is a productivity program with recent work that you have not yet saved. But if it looks like the application will not unfreeze, then it may be time to manually close it. Shutting down a program from Windows Task Manager has been the standard solution. But the Task Manager in Windows 8 offers a simpler design that shows you just the names of open applications, letting you easily select the one you want to close. This task explains how to force an application to shut down using Task Manager.


Start
Lance
Whitney
Mail
News
Video
Internet Explorer
People
Desktop
Travel
SkyDrive
Maps
Photos
18
Monday
Sports
Music
Messaging
Weather
Xbox LIVE Games
Finance

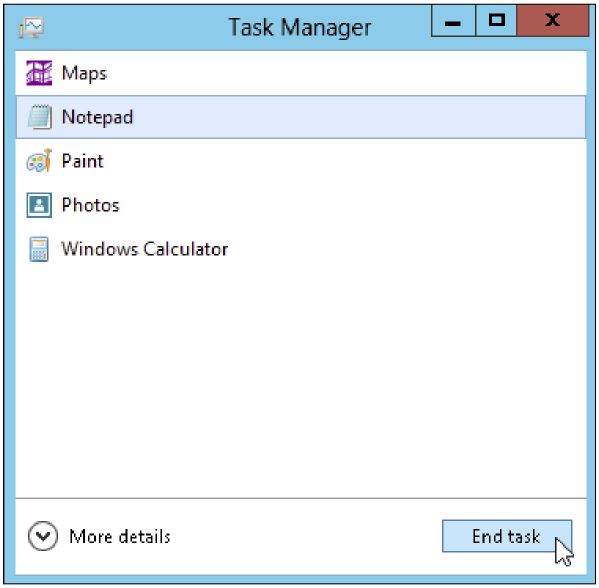
1 Open Windows 8 UI programs: Open two Windows 8 UI programs from the Start screen. For this example, the Maps and Photos programs are opened.


Apps
Windows Accessories
Calculator
Character Map
Math Input Panel
Notepad
Paint
Remote Desktop Connection
Snipping Tool
Sound Recorder
Steps Recorder
Sticky Notes
Windows Fax and Scan
Windows Journal
Windows Media Player
WordPad
XPS Viewer
Windows Ease of Access
Magnifier
Narrator
On-Screen Keyboard
Windows Speech Recognition
Windows System
Command Prompt
Computer
Control Panel
Default Programs
File Explorer

2 Open desktop programs: Move to the Apps screen by right-clicking any empty area of the Start screen and selecting All apps from the app bar. Open Calculator. Return to the Apps screen. Open Paint. Return to the Apps screen. Open Notepad.


Task Manager
Maps
Notepad
Paint
Photos
Windows Calculator
More details
End task

3 View open apps: In the desktop, right-click any empty area of the taskbar and select Task Manager from the pop-up menu. Task Manager opens with a list of all the apps you just opened.

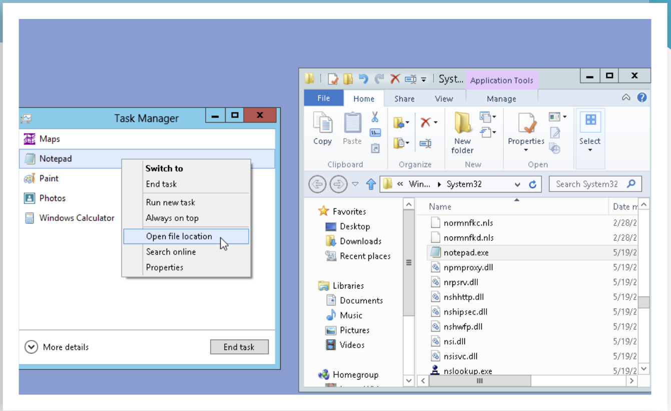

Task Manager
Maps
Notepad
Paint
Photos
Windows Calculator
More details
End task

4 Close an application: Select one of the apps, such as Notepad. Click End task. Notepad closes and disappears from the list.

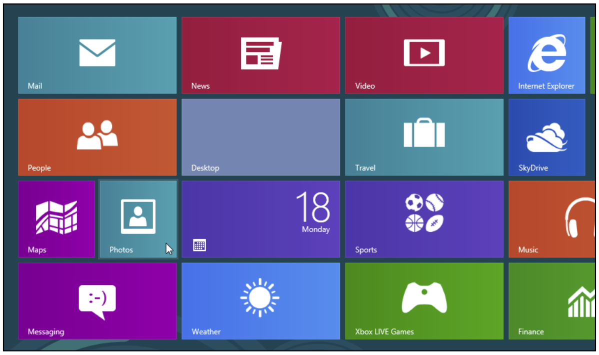
tip You can force both Windows 8 UI and desktop apps to shut down.

tip Typically, you would only close an app this way if it were frozen and not responding.

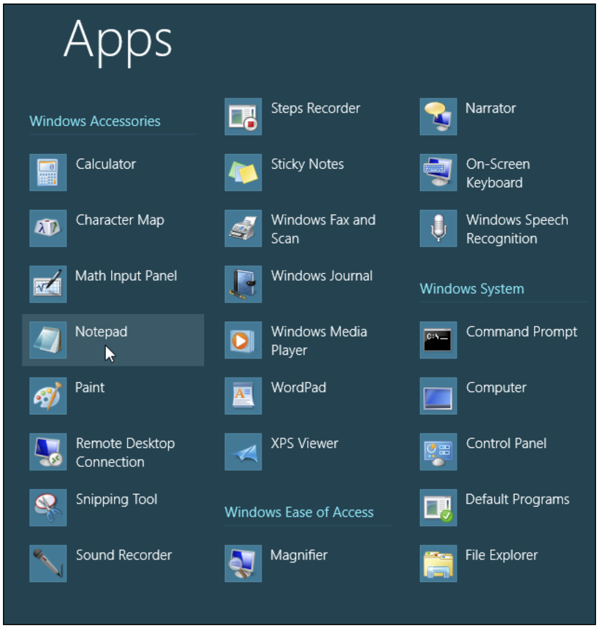
Managing Open Applications in Task Manager


Task Manager
Maps
Notepad
Paint
Photos
Windows Calculator
Switch to
End task
Run new task
Always on top
Open file location
Search online
Properties
More details
End task
Syst...
Application Tools
File
Home
Share
View
Manage
Copy
Paste
New folder
Properties
Select
Clipboard
Organize
New
Open
Win...
System32
Search System32
Favorites
Desktop
Downloads
Recent places
Libraries
Documents
Music
Pictures
Videos
Homegroup
Name
Date m
normnfkc.nls
normnfkd.nls
notepad.exe
npmproxy.dll
nrpsrv.dll
nshhttp.dll
nshipsec.dll
nshwfp.dll
nsi.dll
nsisvc.dll
nslookup.exe

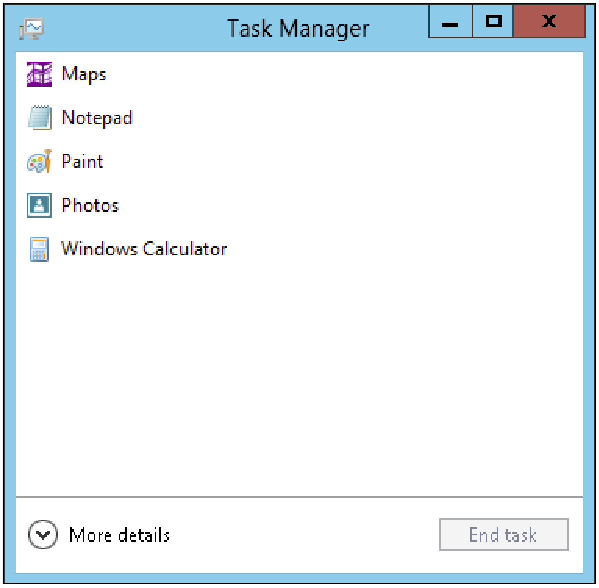
The new Task Manager in Windows 8 offers much more than just the ability to manually shut down a frozen application. It lets you view a list of all open applications and processes. It lets you switch to any open application. It lets you view an application's properties. And it lets you search for an application's executable file online so that you can learn more about it. All of this information can help you troubleshoot a misbehaving application or pick up more details about an unknown application. This task explains how to manage and learn more about open applications through Task Manager.


Mail
News
Video
Internet Explorer
People
Desktop
Travel
SkyDrive
Maps
Photos
18
Monday
Sports
Music
Messaging
Weather
Xbox LIVE Games
Finance

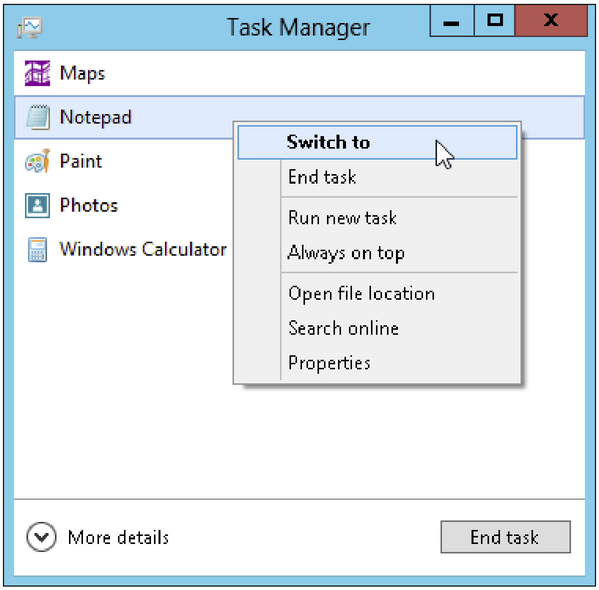
1 Open Windows 8 programs: Open two Windows 8 apps from the Start screen. For this example, Maps and Photos are opened.


Apps
Windows Accessories
Calculator
Character Map
Math Input Panel
Notepad
Paint
Remote Desktop Connection
Snipping Tool
Sound Recorder
Steps Recorder
Sticky Notes
Windows Fax and Scan
Windows Journal
Windows Media Player
WordPad
XPS Viewer
Windows Ease of Access
Magnifier
Narrator
On-Screen Keyboard
Windows Speech Recognition
Windows System
Command Prompt
Computer
Control Panel
Default Programs
File Explorer

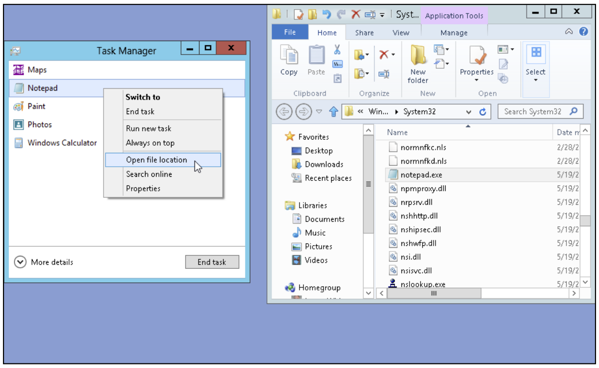
2 Open desktop programs: Move to the Apps screen by right-clicking any empty area of the Start screen and selecting All apps from the app bar. This task uses Calculator, Paint, and Notepad as examples. Open Calculator. Return to the Apps screen. Open Paint. Return to the Apps screen. Open Notepad.


Task Manager
Maps
Notepad
Paint
Photos
Windows Calculator
More details
End task

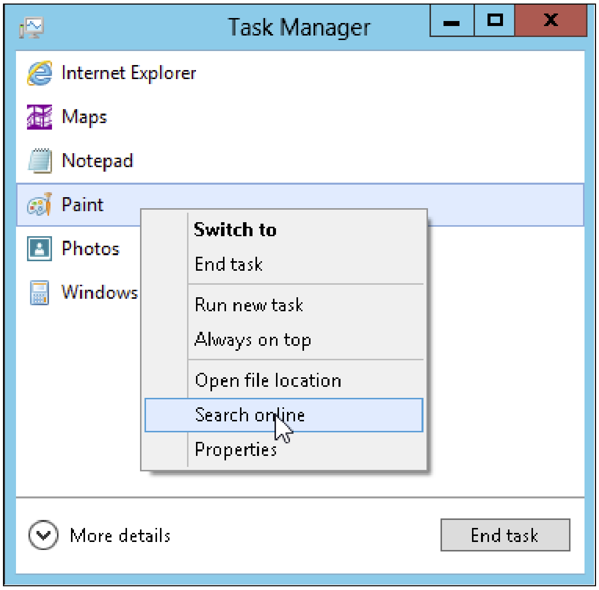
3 View open apps: Hold down the Windows key and press D to launch the desktop. In the desktop, right-click any empty area of the taskbar and select Task Manager from the pop-up menu. Task Manager opens with a list of all the apps you just opened.


Task Manager
Maps
Notepad
Paint
Photos
Windows Calculator
Switch to
End task
Run new task
Always on top
Open file location
Search online
Properties
More details
End task

4 Switch to an open app: Right-click on the app you want to display, such as Notepad, and select Switch to from the pop-up menu. That application is displayed.

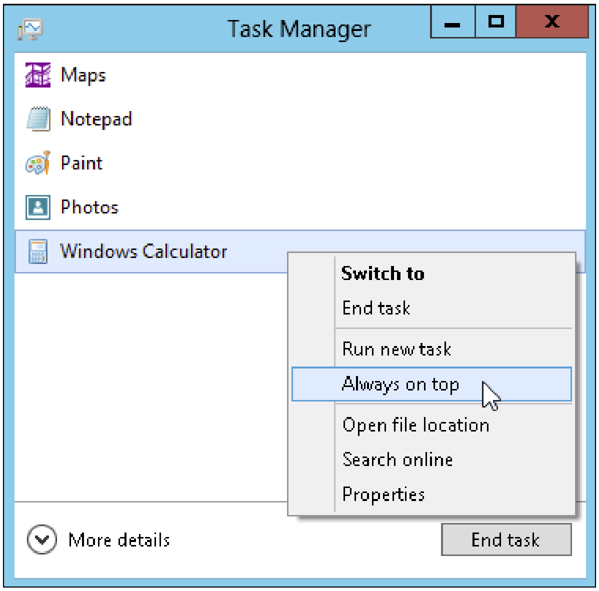

Task Manager
Maps
Notepad
Paint
Photos
Windows Calculator
Switch to
End task
Run new task
Always on top
Open file location
Search online
Properties
More details
End task
Application Tools
File
Home
Share
View
Manage
Copy
Paste
New folder
Properties
Select
Clipboard
Organize
New
Open
System32
Search System32
Favorites
Desktop
Downloads
Recent places
Libraries
Documents
Music
Pictures
Videos
Homegroup
Name
normnfkc.nls
normnfkd.nls
notepad.exe
npmproxy.dll
nrpsrv.dll
nshhttp.dll
nshipsec.dll
nshwfp.dll
nsi.dll
nsisvc.dll
nslookup.exe

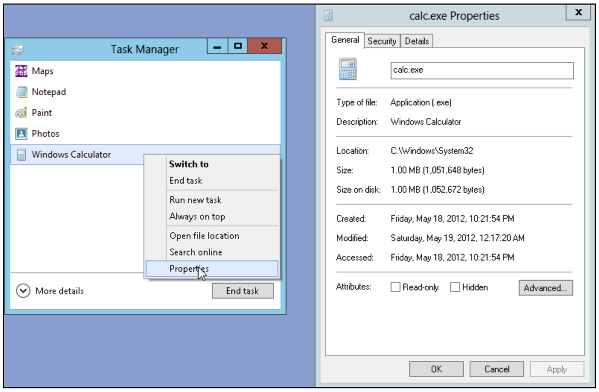
5 View file location: Click the taskbar icon for Task Manager to switch back to it. In Task Manager, right-click any open desktop application, such as Calculator, and select Open file location from the pop-up menu. A File Explorer window appears showing the application's executable file. Knowing the location and name of the file can be handy if you want to create a shortcut to the file.


Task Manager
Internet Explorer
Maps
Notepad
Paint
Photos
Windows
Switch to
End task
Run new task
Always on top
Open file location
Search online
Properties
More details
End task

6 Search for app online:

Click the taskbar icon for Task Manager to switch back to it. In Task Manager, right-click any open app, such as Paint, and select Search online from the pop-up menu. Internet Explorer opens with search results on the application you selected. This can be helpful if you spot an unknown application in Task Manager and want to know more about it.


Task Manager
Maps
Notepad
Paint
Photos
Windows Calculator
Switch to
End task
Run new task
Always on top
Open file location
Search online
Properties
More details
End task


Task Manager
Maps
Notepad
Paint
Photos
Windows Calculator
Switch to
End task
Run new task
Always on top
Open file location
Search online
Properties
More details
End task
calc.exe Properties
General
Security
Details
Advanced...
OK
Cancel
Apply

calc.exe

Type of file: Application (.exe)
Description: Windows Calculator
Location: C:\Windows\System32
Size: 1.00 MB (1,051,648 bytes)
Size on disk: 1.00 MB (1,052,672 bytes)
Created: Friday, May 18, 2012, 10:21:54 PM
Modified: Saturday, May 19, 2012, 12:17:20 AM
Accessed: Friday, May 18, 2012, 10:21:54 PM
Attributes: ☐ Read-only ☐ Hidden

7 View the app's properties:

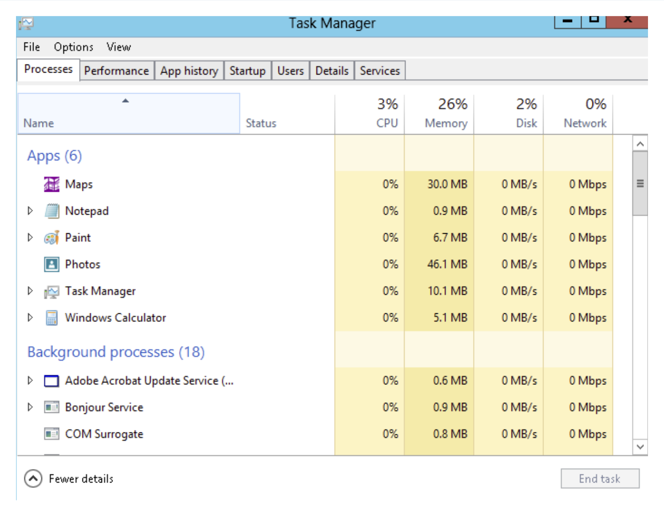
Click the taskbar icon for Task Manager to switch back to it. In Task Manager, right-click any open desktop app, such as Calculator, and select Properties. A window for the application's properties appears, displaying its name, size, version number, and other details.

8 Keep Task Manager on top:

Click the taskbar icon for Task Manager to switch back to it. In Task Manager, right-click any open app and select Always on top from the pop-up menu. This ensures that Task Manager is always in the foreground, on top of any other open applications or windows.

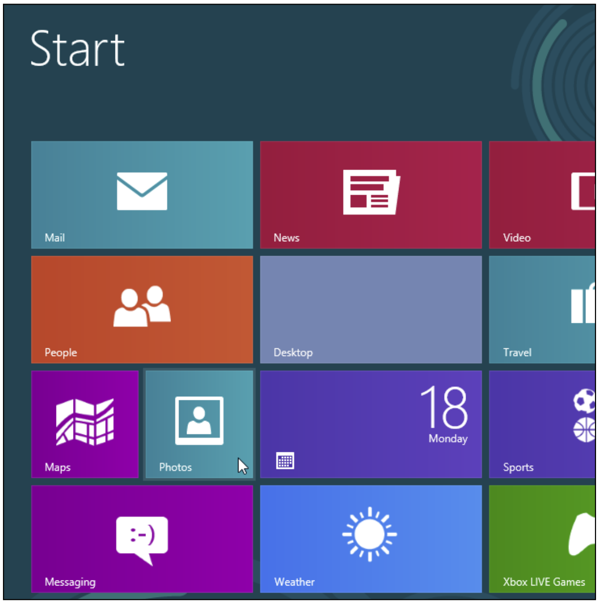
tip The file locations for Windows 8 apps are in a folder for which you have no permissions, so Windows will not allow you to access them.

Monitoring the Performance of Your Apps

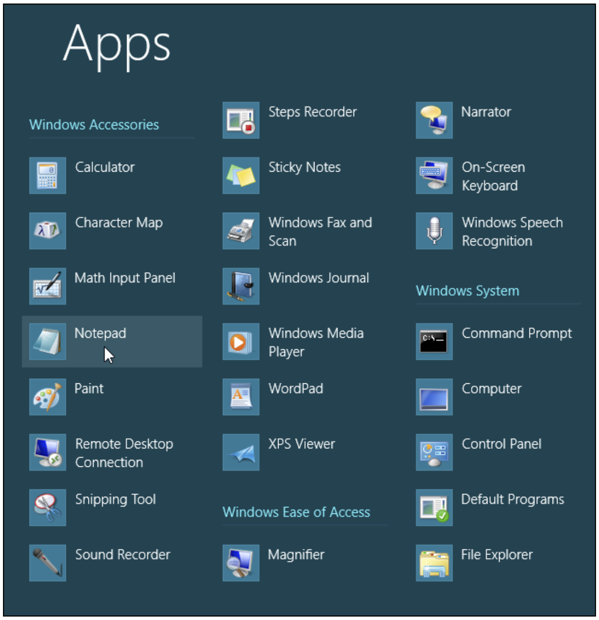

Task Manager
File Options View
Processes Performance App history Startup Users Details Services
Fewer details
End task

Name	Status	3% CPU	26% Memory	2% Disk	0% Network
Apps (6)					
Maps		0%	30.0 MB	0 MB/s	0 Mbps
Notepad		0%	0.9 MB	0 MB/s	0 Mbps
Paint		0%	6.7 MB	0 MB/s	0 Mbps
Photos		0%	46.1 MB	0 MB/s	0 Mbps
Task Manager		0%	10.1 MB	0 MB/s	0 Mbps
Windows Calculator		0%	5.1 MB	0 MB/s	0 Mbps
Background processes (18)					
Adobe Acrobat Update Service (...		0%	0.6 MB	0 MB/s	0 Mbps
Bonjour Service		0%	0.9 MB	0 MB/s	0 Mbps
COM Surrogate		0%	0.8 MB	0 MB/s	0 Mbps

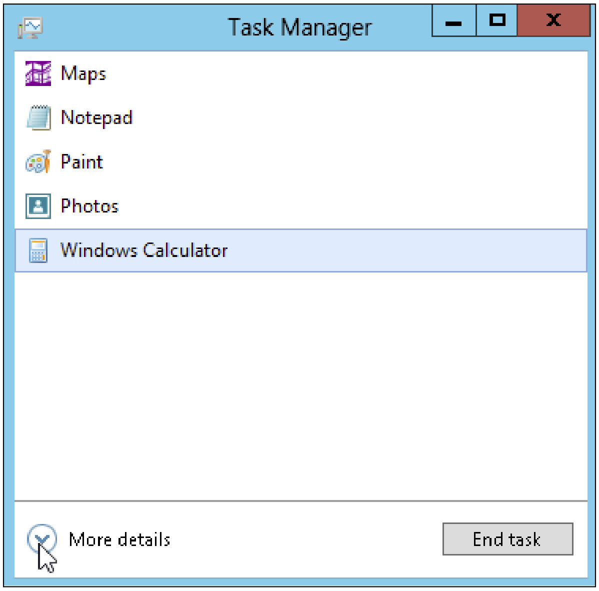
The new Task Manager in Windows 8 simplifies the process of managing and monitoring your open applications. You can manually shut down an application that has locked up. You can learn more about an application by viewing its file properties or searching for it online. The new Task Manager also gives you a clearer and cleaner view of the amount of resources being used by each open application. For each application, you can view how many CPU cycles and how much memory are being used. You can also determine the speed at which the application is accessing the hard drive and network. This can be helpful in finding an application that is hogging too many resources. This task explains how to monitor the performance of open applications.


Start
Mail
News
Video
People
Desktop
Travel
Maps
Photos
18
Monday
Sports
Messaging
Weather
Xbox LIVE Games

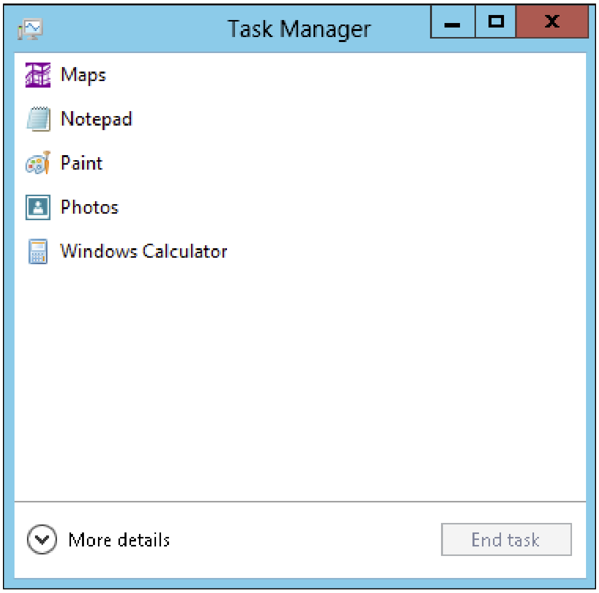
1 Open Windows 8 programs: Open two Windows 8 programs from the Start screen. For this example, Maps and Photos are opened.


Apps
Windows Accessories
Calculator
Character Map
Math Input Panel
Notepad
Paint
Remote Desktop Connection
Snipping Tool
Sound Recorder
Steps Recorder
Sticky Notes
Windows Fax and Scan
Windows Journal
Windows Media Player
WordPad
XPS Viewer
Windows Ease of Access
Magnifier
Narrator
On-Screen Keyboard
Windows Speech Recognition
Windows System
Command Prompt
Computer
Control Panel
Default Programs
File Explorer

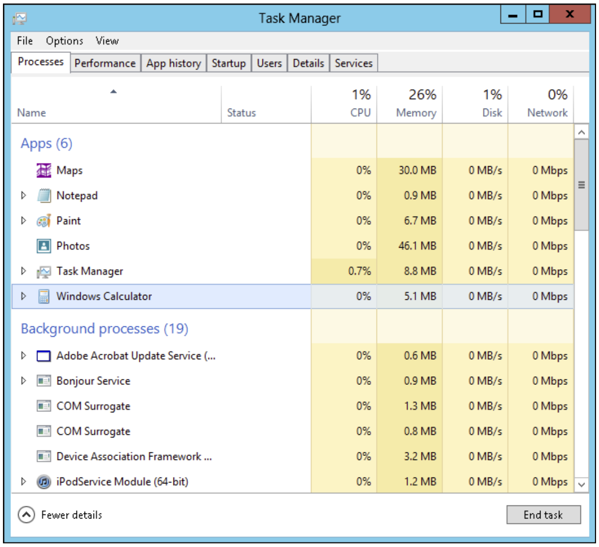
2 Open desktop programs: Move to the Apps screen by right-clicking any empty area of the Start screen and selecting All apps from the app bar. This task uses Calculator, Paint, and Notepad as examples. Open Calculator. Return to the Apps screen. Open Paint. Return to the Apps screen. Open Notepad.


Task Manager
Maps
Notepad
Paint
Photos
Windows Calculator
More details
End task

4 View more details: Click the More details button in the lower-left corner of Task Manager.

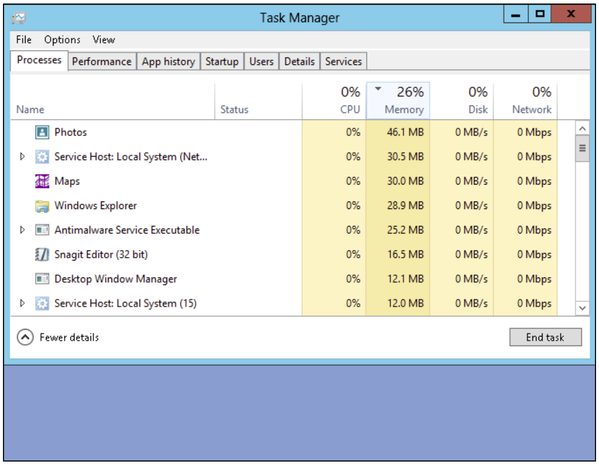

Task Manager
Maps
Notepad
Paint
Photos
Windows Calculator
More details
End task

3 View open apps: Hold down the Windows key and press D to launch the desktop. In the desktop, right-click any empty area of the taskbar and select Task Manager from the pop-up menu. A list appears of all the apps you just opened.

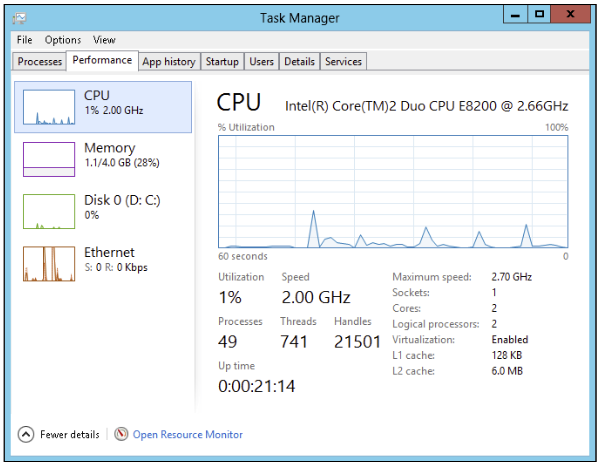

Task Manager
File
Options
View
Processes
Performance
App history
Startup
Users
Details
Services
Fewer details
End task

Name	Status	1% CPU	26% Memory	1% Disk	0% Network
Apps (6)					
Maps		0%	30.0 MB	0 MB/s	0 Mbps
Notepad		0%	0.9 MB	0 MB/s	0 Mbps
Paint		0%	6.7 MB	0 MB/s	0 Mbps
Photos		0%	46.1 MB	0 MB/s	0 Mbps
Task Manager		0.7%	8.8 MB	0 MB/s	0 Mbps
Windows Calculator		0%	5.1 MB	0 MB/s	0 Mbps
Background processes (19)					
Adobe Acrobat Update Service (...		0%	0.6 MB	0 MB/s	0 Mbps
Bonjour Service		0%	0.9 MB	0 MB/s	0 Mbps
COM Surrogate		0%	1.3 MB	0 MB/s	0 Mbps
COM Surrogate		0%	0.8 MB	0 MB/s	0 Mbps
Device Association Framework ...		0%	3.2 MB	0 MB/s	0 Mbps
iPodService Module (64-bit)		0%	1.2 MB	0 MB/s	0 Mbps

5 View processes: Click the Processes tab. How many CPU cycles and how much memory are being used are displayed as is the access speed of the hard drive and network per application. This tab displays the same information for Windows processes.


Task Manager
File
Options
View
Processes
Performance
App history
Startup
Users
Details
Services
Fewer details
End task

Name	Status	0% CPU	26% Memory	0% Disk	0% Network
Photos		0%	46.1 MB	0 MB/s	0 Mbps
Service Host: Local System (Net...		0%	30.5 MB	0 MB/s	0 Mbps
Maps		0%	30.0 MB	0 MB/s	0 Mbps
Windows Explorer		0%	28.9 MB	0 MB/s	0 Mbps
Antimalware Service Executable		0%	25.2 MB	0 MB/s	0 Mbps
Snagit Editor (32 bit)		0%	16.5 MB	0 MB/s	0 Mbps
Desktop Window Manager		0%	12.1 MB	0 MB/s	0 Mbps
Service Host: Local System (15)		0%	12.0 MB	0 MB/s	0 Mbps


Task Manager
File
Options
View
Processes
Performance
App history
Startup
Users
Details
Services
CPU
1% 2.00 GHz
Memory
1.1/4.0 GB (28%)
Disk 0 (D: C:)
0%
Ethernet
S: 0 R: 0 Kbps
CPU
Intel(R) Core(TM)2 Duo CPU E8200 @ 2.66GHz
% Utilization
100%
60 seconds
0
Fewer details
Open Resource Monitor

Utilization 1%
Speed 2.00 GHz
Processes 49
Threads 741
Handles 21501
Up time 0:00:21:14

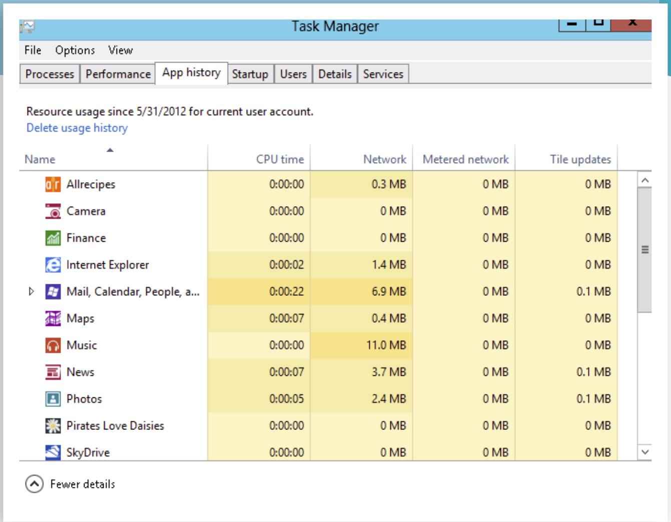
Maximum speed: 2.70 GHz
Sockets: 1
Cores: 2
Logical processors: 2
Virtualization: Enabled
L1 cache: 128 KB
L2 cache: 6.0 MB

6 Sort the view of processes: By default, the processes are listed alphabetically by group and then by name. But you can change the view. Click the CPU category to see which processes are taking up the most CPU cycles. Click the Memory category to see which ones are taking up the most memory. Click the Disk category to see which ones are accessing the hard drive the most. Click the Network category to see which ones are accessing the network the most.

7 View PC performance: Click the Performance tab. Here you can see the total amount of CPU cycles, memory, hard drive access, and network access being used by all open apps. Click a specific category to view more details and a larger graph of its activity.

tip Double-click any of the categories in the Performance tab, and the Task Manager window shrinks in size to display just the performance information.

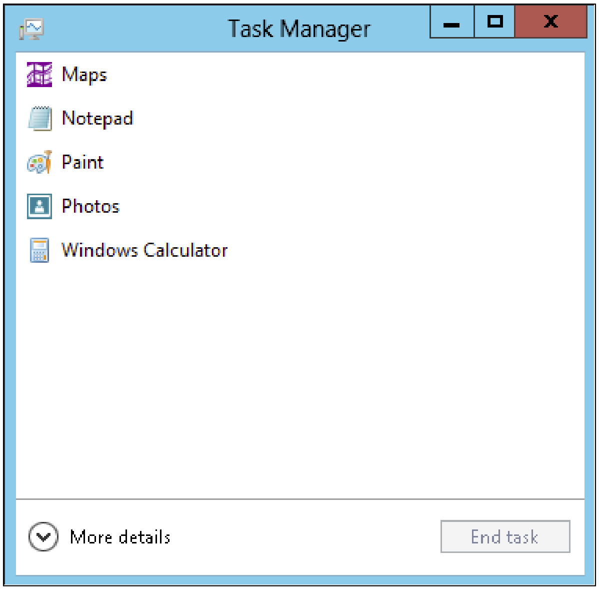
Viewing a History of Your Windows 8 Apps


Task Manager
File Options View
Processes Performance App history Startup Users Details Services
Fewer details

Resource usage since 5/31/2012 for current user account.
Delete usage history

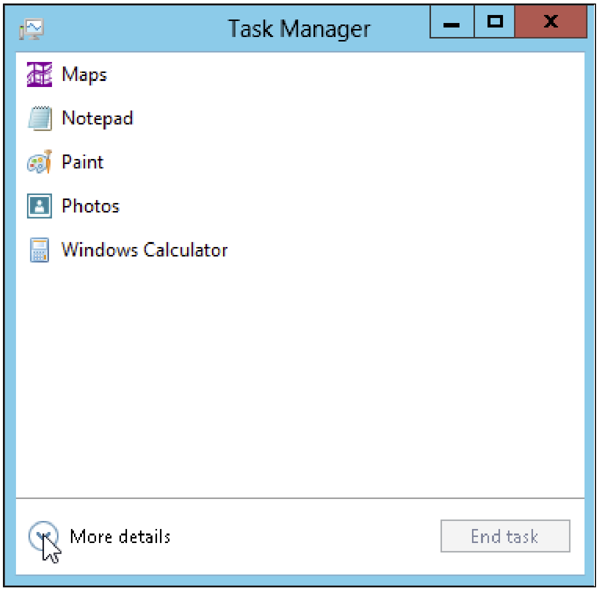
Name	CPU time	Network	Metered network	Tile updates
Allrecipes	0:00:00	0.3 MB	0 MB	0 MB
Camera	0:00:00	0 MB	0 MB	0 MB
Finance	0:00:00	0 MB	0 MB	0 MB
Internet Explorer	0:00:02	1.4 MB	0 MB	0 MB
Mail, Calendar, People, a...	0:00:22	6.9 MB	0 MB	0.1 MB
Maps	0:00:07	0.4 MB	0 MB	0 MB
Music	0:00:00	11.0 MB	0 MB	0 MB
News	0:00:07	3.7 MB	0 MB	0.1 MB
Photos	0:00:05	2.4 MB	0 MB	0.1 MB
Pirates Love Daisies	0:00:00	0 MB	0 MB	0 MB
SkyDrive	0:00:00	0 MB	0 MB	0 MB

The Windows 8 Task Manager offers a variety of features, including the ability to shut down frozen applications, learn more about your open applications, and monitor the performance and percentage of resources being used by your open applications. But the Task Manager kicks in an additional feature that can help you specifically monitor your Windows 8 apps. The new App history tab displays information on every Windows 8 app installed, specifically the CPU cycles and network bandwidth taken up by each one, as well as the amount of data used by updates to live tiles. This task explains how to view a history of the performance of your Windows 8 apps.

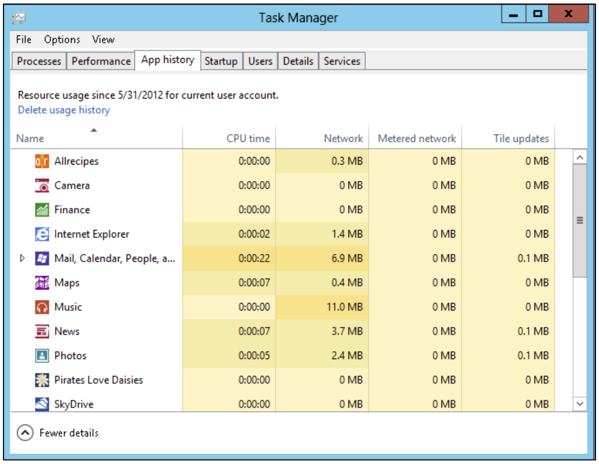

Task Manager
Maps
Notepad
Paint
Photos
Windows Calculator
More details
End task

1 Open Task Manager: In the desktop, right-click any empty area of the taskbar and select Task Manager from the pop-up menu. You should see a list of all the open apps.

tip You can view a history of your Windows 8 apps but not your desktop apps.


Task Manager
Maps
Notepad
Paint
Photos
Windows Calculator
More details
End task

2 View more details: Click the More details button in the lower-left corner of Task Manager.


Task Manager
File Options View
Processes Performance App history Startup Users Details Services
Fewer details

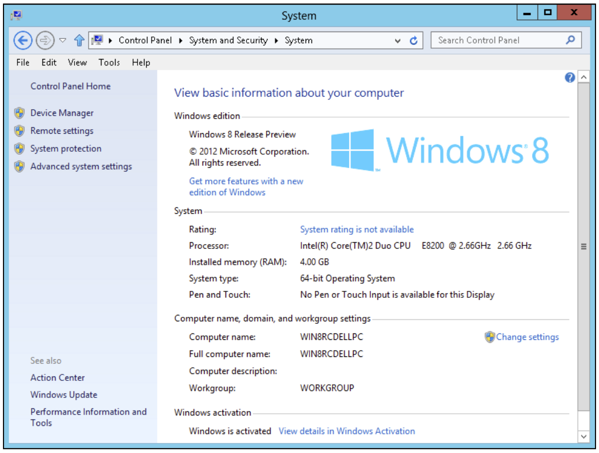
Resource usage since 5/31/2012 for current user account.
Delete usage history

Name	CPU time	Network	Metered network	Tile updates
Allrecipes	0:00:00	0.3 MB	0 MB	0 MB
Camera	0:00:00	0 MB	0 MB	0 MB
Finance	0:00:00	0 MB	0 MB	0 MB
Internet Explorer	0:00:02	1.4 MB	0 MB	0 MB
Mail, Calendar, People, a...	0:00:22	6.9 MB	0 MB	0.1 MB
Maps	0:00:07	0.4 MB	0 MB	0 MB
Music	0:00:00	11.0 MB	0 MB	0 MB
News	0:00:07	3.7 MB	0 MB	0.1 MB
Photos	0:00:05	2.4 MB	0 MB	0.1 MB
Pirates Love Daisies	0:00:00	0 MB	0 MB	0 MB
SkyDrive	0:00:00	0 MB	0 MB	0 MB

3 View history: Click the App history tab. A history appears of all installed Windows 8 apps, including the CPU cycles, network time (both metered and nonmetered), and the amount of data used by tile updates.

Quick Fixes

Viewing System Information on Your PC


System
Control Panel ▸ System and Security ▸ System
Search Control Panel
File Edit View Tools Help
Control Panel Home
Device Manager
Remote settings
System protection
Advanced system settings
See also
Action Center
Windows Update
Performance Information and Tools
Windows 8

View basic information about your computer

Windows edition

Windows 8 Release Preview
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Get more features with a new edition of Windows

System

Rating: System rating is not available
Processor: Intel(R) Core(TM)2 Duo CPU E8200 @ 2.66GHz 2.66 GHz
Installed memory (RAM): 4.00 GB
System type: 64-bit Operating System
Pen and Touch: No Pen or Touch Input is available for this Display

Computer name, domain, and workgroup settings

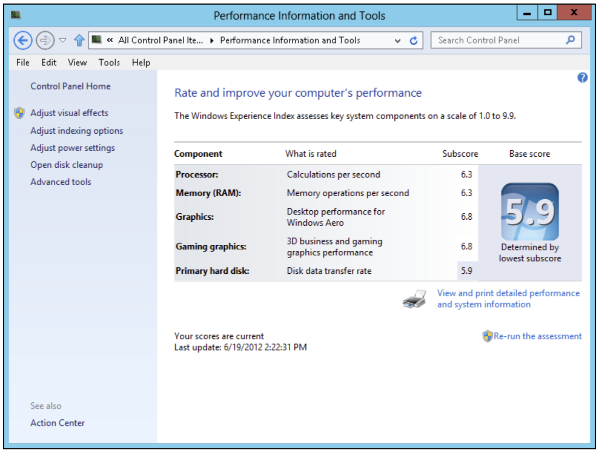
Computer name: WIN8RCDELLPC
Full computer name: WIN8RCDELLPC
Computer description:
Workgroup: WORKGROUP
Change settings

Windows activation

Windows is activated View details in Windows Activation

Move your mouse to the lower-left hot corner and right-click to display the Power User menu. Click Control Panel. Click System and Security. Click System. Your PC's name, processor type, memory, and other details display in the right pane.

Running the Windows Experience Index


Performance Information and Tools
« All Control Panel Ite... ▸ Performance Information and Tools
Search Control Panel
File Edit View Tools Help
Control Panel Home
Adjust visual effects
Adjust indexing options
Adjust power settings
Open disk cleanup
Advanced tools
See also
Action Center
5.9

Rate and improve your computer's performance

The Windows Experience Index assesses key system components on a scale of 1.0 to 9.9.

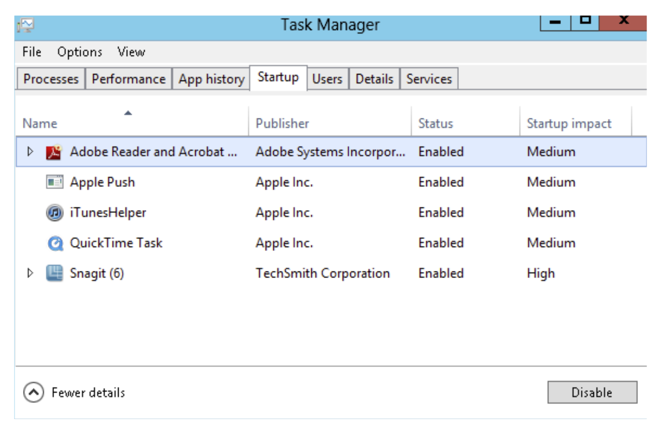
Component	What is rated	Subscore	Base score
Processor:	Calculations per second	6.3	5.9 Determined by lowest subscore
Memory (RAM):	Memory operations per second	6.3	
Graphics:	Desktop performance for Windows Aero	6.8	
Gaming graphics:	3D business and gaming graphics performance	6.8	
Primary hard disk:	Disk data transfer rate	5.9	

View and print detailed performance and system information

Your scores are current
Last update: 6/19/2012 2:22:31 PM
Re-run the assessment

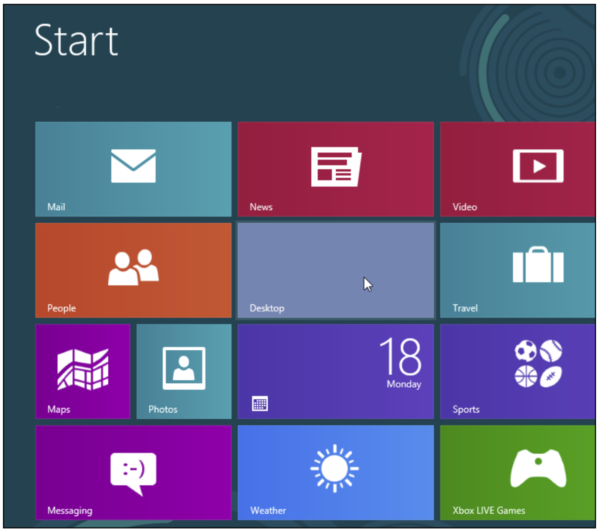
Move your mouse to the lower-left hot corner and right-click to display the Power User Tasks menu. Click Control Panel. Click System and Security. Click System. The link will either say System rating is not available or Windows Experience Index. Select Rate this computer or Re-run the assessment to get the latest performance index on your PC. The Windows Experience Index runs and displays a rating for your PC.

Managing Your Start-up Programs


Task Manager
File
Options
View
Processes
Performance
App history
Startup
Users
Details
Services
Fewer details
Disable

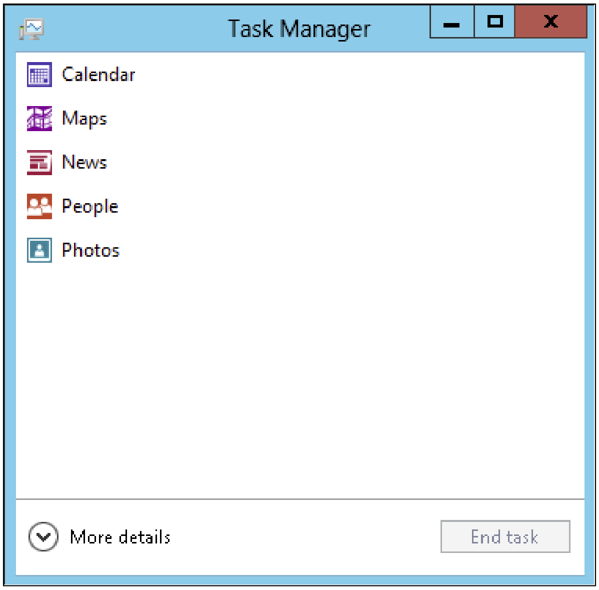
Name	Publisher	Status	Startup impact
Adobe Reader and Acrobat ...	Adobe Systems Incorpor...	Enabled	Medium
Apple Push	Apple Inc.	Enabled	Medium
iTunesHelper	Apple Inc.	Enabled	Medium
QuickTime Task	Apple Inc.	Enabled	Medium
Snagit (6)	TechSmith Corporation	Enabled	High

Some Windows applications insist on adding themselves to your Windows start-up routine so they automatically launch after Windows loads. Certain applications, such as security software, need to launch automatically so that they are immediately available. But the majority of applications that force themselves into your start-up routine are simply hogging memory. Install enough applications that insist on loading automatically, and the amount of available memory keeps going down. Previous versions of Windows offered the System Configuration, or msconfig, tool to help you manage your start-up programs. But Windows 8 lets you manage start-up programs through Task Manager. This task explains how to manage your start-up programs.

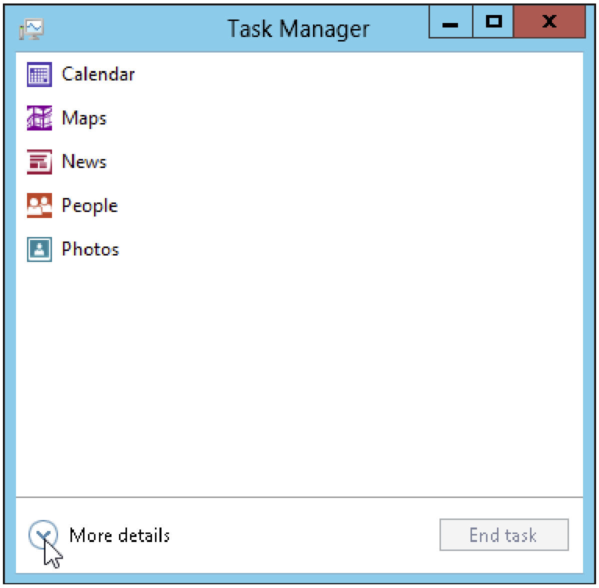

Start
Mail
News
Video
People
Desktop
Travel
Maps
Photos
18
Monday
Sports
Messaging
Weather
Xbox LIVE Games

1 Access the desktop: Launch the desktop from its Start screen tile.

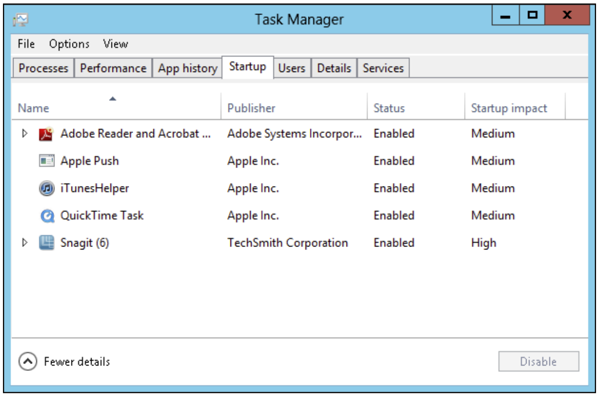
tip Some apps need to start automatically, but many do not. Research an app before you disable it to determine if it needs to start automatically.


Task Manager
Calendar
Maps
News
People
Photos
More details
End task

2 Launch Task Manager: In the desktop, right-click any empty area of the taskbar and select Task Manager from the pop-up menu. A list of any open applications appears.

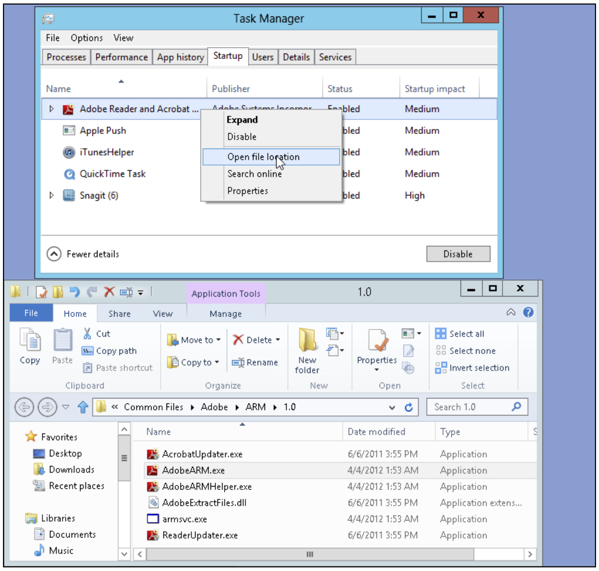

Task Manager
Calendar
Maps
News
People
Photos
More details
End task

3 View more details: Click the More details button in the lower-left corner of Task Manager.


Task Manager
File
Options
View
Processes
Performance
App history
Startup
Users
Details
Services
Fewer details
Disable

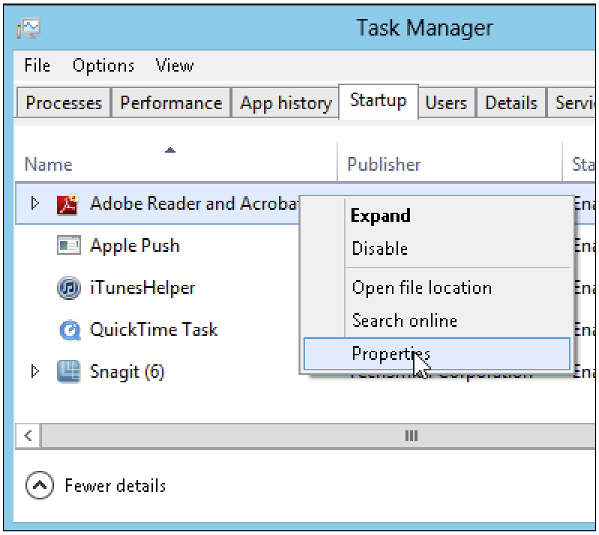
Name	Publisher	Status	Startup impact
Adobe Reader and Acrobat ...	Adobe Systems Incorpor...	Enabled	Medium
Apple Push	Apple Inc.	Enabled	Medium
iTunesHelper	Apple Inc.	Enabled	Medium
QuickTime Task	Apple Inc.	Enabled	Medium
Snagit (6)	TechSmith Corporation	Enabled	High

4 View start-up programs: Click the Startup tab to view all the apps that start up automatically.


Task Manager
File
Options
View
Processes
Performance
App history
Startup
Users
Details
Services
Name
Publisher
Status
Startup impact
Adobe Reader and Acrobat ...
Apple Push
iTunesHelper
QuickTime Task
Snagit (6)
Medium
Medium
Medium
Medium
High
Expand
Disable
Open file location
Search online
Properties
Fewer details
Disable
Application Tools
1.0
File
Home
Share
View
Manage
Copy
Paste
Cut
Copy path
Paste shortcut
Clipboard
Move to
Copy to
Delete
Rename
Organize
New folder
New
Properties
Open
Select all
Select none
Invert selection
Select
« Common Files ▸ Adobe ▸ ARM ▸ 1.0
Search 1.0
Favorites
Desktop
Downloads
Recent places
Libraries
Documents
Music

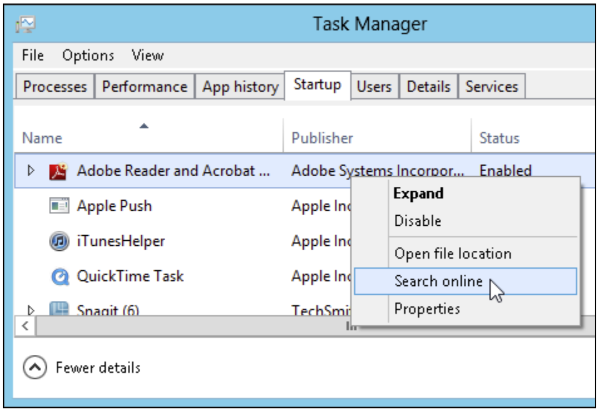
Name	Date modified	Type
AcrobatUpdater.exe	6/6/2011 3:55 PM	Application
AdobeARM.exe	4/4/2012 1:53 AM	Application
AdobeARMHelper.exe	4/4/2012 1:53 AM	Application
AdobeExtractFiles.dll	6/6/2011 3:55 PM	Application extens...
armsvc.exe	4/4/2012 1:53 AM	Application
ReaderUpdater.exe	6/6/2011 3:55 PM	Application

5 Open file location: Right-click a start-up application and choose Open file location from the pop-up menu. A File Explorer window appears showing the application's executable file.


Task Manager
File Options View
Processes Performance App history Startup Users Details Servi
Name
Publisher
Sta
Adobe Reader and Acroba
Apple Push
iTunesHelper
QuickTime Task
Snagit (6)
Expand
Disable
Open file location
Search online
Properties
Ena
Fewer details

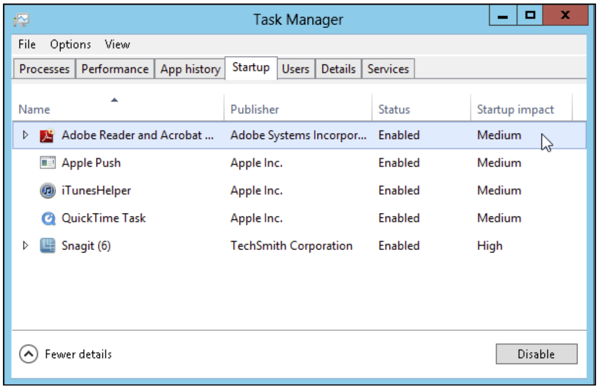
6 View properties:

Click the taskbar icon for Task Manager to switch back to it. Right-click any open desktop app and select Properties. A window for the application's properties appears, showing you its name, size, version number, and other details.


Task Manager
File Options View
Processes Performance App history Startup Users Details Services
Name
Publisher
Status
Adobe Reader and Acrobat ...
Adobe Systems Incorpor...
Enabled
Apple Push
iTunesHelper
QuickTime Task
Snagit (6)
Apple Inc
TechSmi
Expand
Disable
Open file location
Search online
Properties
Fewer details

7 Search for app online:

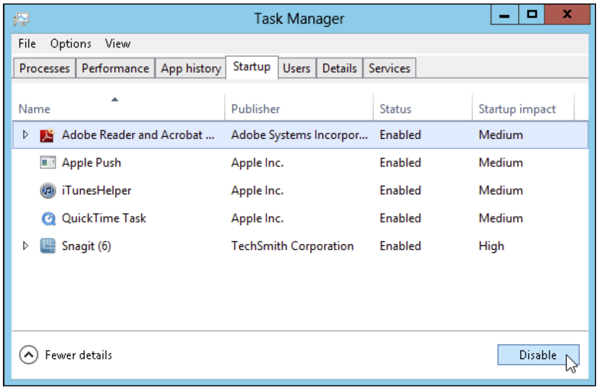
Click the taskbar icon for Task Manager to switch back to it. Right-click any open desktop app and select Search online. Internet Explorer opens with search results on the application you selected. This can be helpful if you spot an unknown application or file in your start-up routine and want to know more about it, or want to determine whether it is safe to remove the application from your start-up routine.


Task Manager
File Options View
Processes Performance App history Startup Users Details Services
Fewer details
Disable

Name	Publisher	Status	Startup impact
Adobe Reader and Acrobat ...	Adobe Systems Incorpor...	Enabled	Medium
Apple Push	Apple Inc.	Enabled	Medium
iTunesHelper	Apple Inc.	Enabled	Medium
QuickTime Task	Apple Inc.	Enabled	Medium
Snagit (6)	TechSmith Corporation	Enabled	High

8 View the Startup impact:

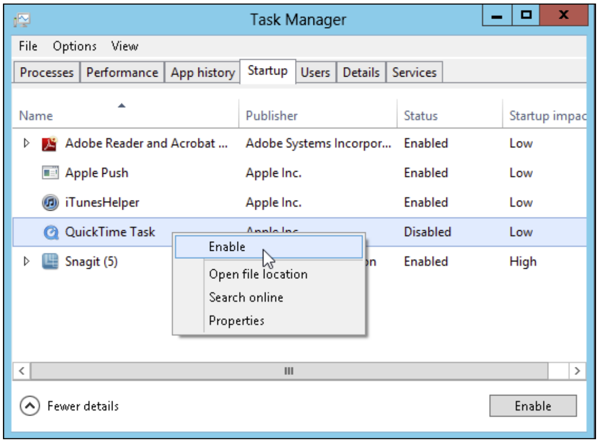
The Startup impact column indicates the effect an application has on your start-up routine, meaning how severely it slows down your PC's boot sequence. The options include High, Medium, or Not measured.


Task Manager
File Options View
Processes Performance App history Startup Users Details Services
Fewer details
Disable

Name	Publisher	Status	Startup impact
Adobe Reader and Acrobat ...	Adobe Systems Incorpor...	Enabled	Medium
Apple Push	Apple Inc.	Enabled	Medium
iTunesHelper	Apple Inc.	Enabled	Medium
QuickTime Task	Apple Inc.	Enabled	Medium
Snagit (6)	TechSmith Corporation	Enabled	High

9 Disable the app from automatic start-up:

Click the taskbar icon for Task Manager to switch back to it. If you want to prevent an app from starting up automatically, right-click the app and select Disable from the pop-up menu. The application is prevented from starting up automatically although you can launch it manually. First search for information on any app before you disable it.


Task Manager
File Options View
Processes Performance App history Startup Users Details Services

Name	Publisher	Status	Startup impac
Adobe Reader and Acrobat ...	Adobe Systems Incorpor...	Enabled	Low
Apple Push	Apple Inc.	Enabled	Low
iTunesHelper	Apple Inc.	Enabled	Low
QuickTime Task	Apple Inc.	Disabled	Low
Snagit (5)	n	Enabled	High

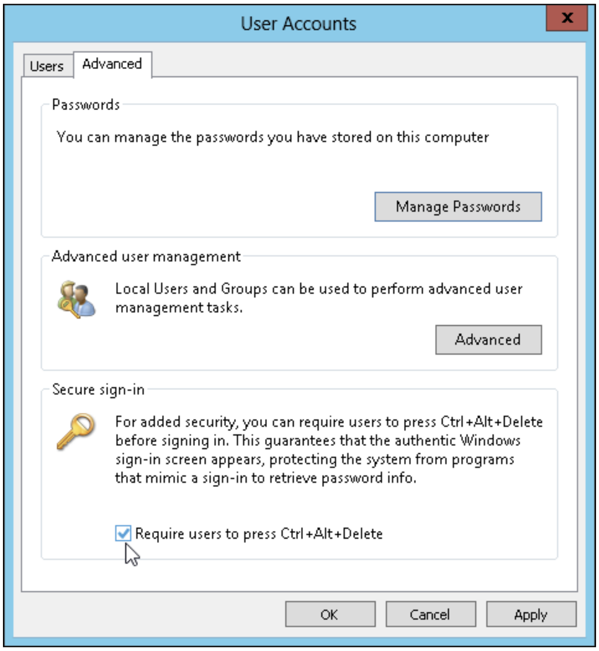
Enable
Open file location
Search online
Properties
Fewer details
Enable

10 Enable the app: Right-click the app and select Enable from the pop-up menu to add it back to your start-up routine.

tip After you install an application, it may take awhile before its start-up impact is measured and displayed.

Quick Fixes

Requiring Ctrl+Alt+Delete at Lock Screen


User Accounts
Users Advanced
Passwords

You can manage the passwords you have stored on this computer

Manage Passwords
Advanced user management

Local Users and Groups can be used to perform advanced user management tasks.

Advanced
Secure sign-in

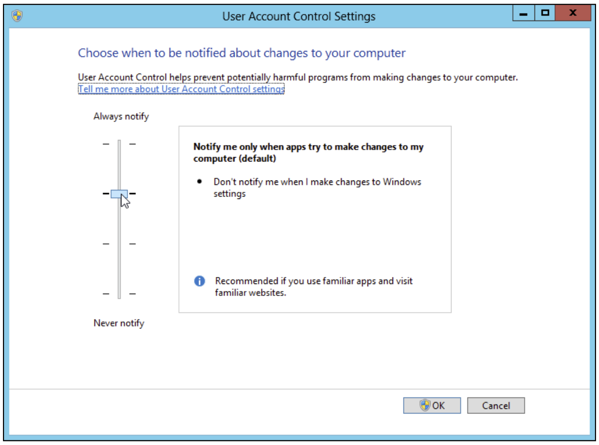
For added security, you can require users to press Ctrl+Alt+Delete before signing in. This guarantees that the authentic Windows sign-in screen appears, protecting the system from programs that mimic a sign-in to retrieve password info.

☑ Require users to press Ctrl+Alt+Delete

OK
Cancel
Apply

From the Start screen, type **netplwiz**. Netplwiz appears in the search results in the left pane. Click the netplwiz app. Select the account that you want to press Ctrl+Alt+Delete at the Lock screen. Click the Advanced tab. In the Secure sign-in section, select the Require users to press Ctrl+Alt+Delete check box. Click OK.

Changing User Account Control Settings


User Account Control Settings

Choose when to be notified about changes to your computer

User Account Control helps prevent potentially harmful programs from making changes to your computer.
Tell me more about User Account Control settings

Always notify

Notify me only when apps try to make changes to my computer (default)

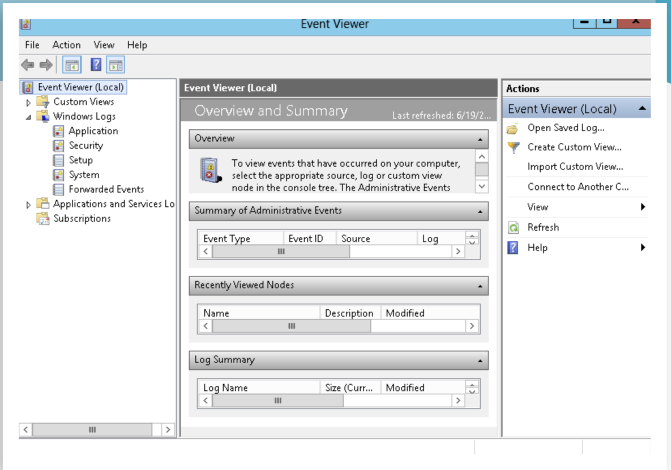
- Don't notify me when I make changes to Windows settings

Recommended if you use familiar apps and visit familiar websites.

Never notify
OK
Cancel

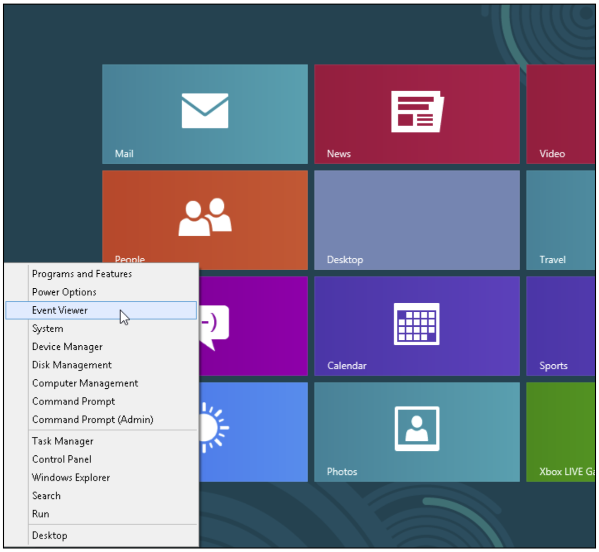
Move your mouse to the lower-left hot corner and right-click to display the Power User Tasks menu. Click Control Panel. Click the User Accounts and Family Safety category. Click User Accounts. Click Change User Account Control settings. Drag the box on the Notify bar to the desired level.

Tracking Down Problems with Event Viewer

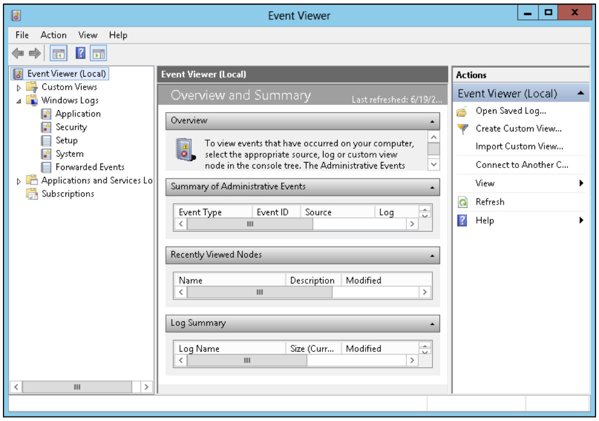

Event Viewer
File
Action
View
Help
Event Viewer (Local)
Custom Views
Windows Logs
Application
Security
Setup
System
Forwarded Events
Applications and Services Lo
Subscriptions
Event Viewer (Local)
Overview and Summary
Last refreshed: 6/19/2...
Overview
Summary of Administrative Events
Event Type
Event ID
Source
Log
Recently Viewed Nodes
Name
Description
Modified
Log Summary
Log Name
Size (Curr...
Modified
Actions
Event Viewer (Local)
Open Saved Log...
Create Custom View...
Import Custom View...
Connect to Another C...
View
Refresh
Help

To view events that have occurred on your computer, select the appropriate source, log or custom view node in the console tree. The Administrative Events

Problems sometimes creep into Windows or Windows applications. A certain application may freeze or crash or stop running properly. Certain Windows features may stop working properly. Tracking down and troubleshooting problems in Windows can be a difficult and challenging task. But Windows offers a tool that can sometimes lead you in the right direction — Event Viewer. This tool automatically records all events in Windows and labels each event as Information, Warning, or Error. An event with an information label usually provides standard data. But events labeled as warnings or errors can often reveal clues to specific problems. This task explains how to track down problems with Event Viewer.


Mail
News
Video
People
Desktop
Travel
Calendar
Sports
Photos
Xbox LIVE G
Programs and Features
Power Options
Event Viewer
System
Device Manager
Disk Management
Computer Management
Command Prompt
Command Prompt (Admin)
Task Manager
Control Panel
Windows Explorer
Search
Run
Desktop

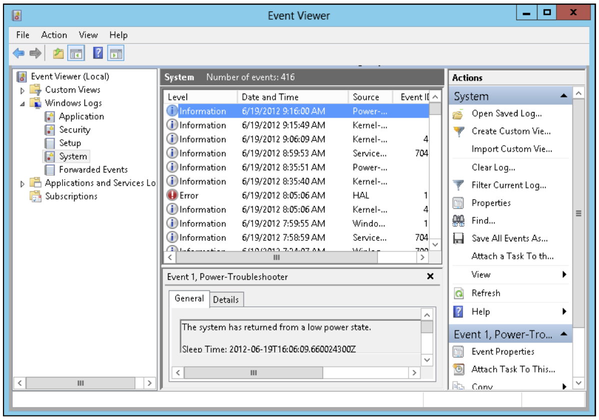
1 Launch Event Viewer: Move your mouse to the lower-left hot corner. Right-click to display the Power User Tasks menu. Choose Event Viewer from the list.


Event Viewer
File Action View Help
Event Viewer (Local)
Custom Views
Windows Logs
Application
Security
Setup
System
Forwarded Events
Applications and Services Lo
Subscriptions
Event Viewer (Local)
Overview and Summary
Last refreshed: 6/19/2...
Overview
Summary of Administrative Events
Event Type
Event ID
Source
Log
Recently Viewed Nodes
Name
Description
Modified
Log Summary
Log Name
Size (Curr...
Modified
Actions
Event Viewer (Local)
Open Saved Log...
Create Custom View...
Import Custom View...
Connect to Another C...
View
Refresh
Help

To view events that have occurred on your computer, select the appropriate source, log or custom view node in the console tree. The Administrative Events

2 View Windows Logs:

Click the arrow in front of Windows Logs. At least five folders appear under Windows Logs — Application, Security, Setup, System, and Forwarded Events — each one devoted to a specific type of event.


Event Viewer
File Action View Help
Event Viewer (Local)
Custom Views
Windows Logs
Application
Security
Setup
System
Forwarded Events
Applications and Services Lo
Subscriptions
Actions
System
Open Saved Log...
Create Custom Vie...
Import Custom Vie...
Clear Log...
Filter Current Log...
Properties
Find...
Save All Events As...
Attach a Task To th...
View
Refresh
Help
Event 1, Power-Tro...
Event Properties
Attach Task To This...
Copy
General
Details

System Number of events: 416

Level	Date and Time	Source	Event I
Information	6/19/2012 9:16:00 AM	Power-...	
Information	6/19/2012 9:15:49 AM	Kernel-...	
Information	6/19/2012 9:06:09 AM	Kernel-...	4
Information	6/19/2012 8:59:53 AM	Service...	704
Information	6/19/2012 8:35:51 AM	Power-...	
Information	6/19/2012 8:35:40 AM	Kernel-...	
Error	6/19/2012 8:05:06 AM	HAL	1
Information	6/19/2012 8:05:06 AM	Kernel-...	4
Information	6/19/2012 7:59:55 AM	Windo...	1
Information	6/19/2012 7:58:59 AM	Service...	704

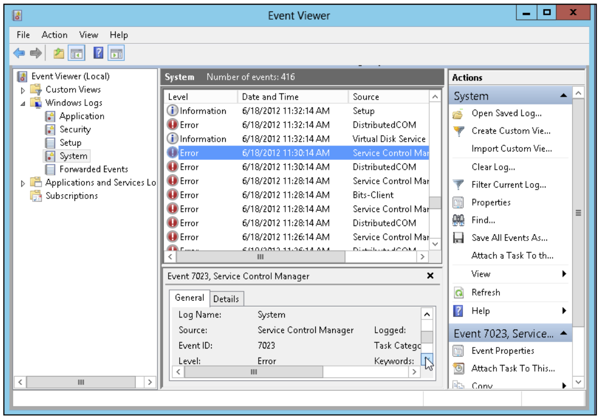
Event 1, Power-Troubleshooter

The system has returned from a low power state.

Sleep Time: 2012-06-19T16:06:09.660024300Z

3 Click a folder:

Click the System folder. Each event is labeled one of three levels: Information, Warning, or Error. You can ignore the Information events in troubleshooting a problem. The Warning and Error events are usually more revealing.


Event Viewer
File Action View Help
Event Viewer (Local)
Custom Views
Windows Logs
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Subscriptions
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System
Open Saved Log...
Create Custom Vie...
Import Custom Vie...
Clear Log...
Filter Current Log...
Properties
Find...
Save All Events As...
Attach a Task To th...
View
Refresh
Help
Event 7023, Service...
Event Properties
Attach Task To This...
Copy
General
Details

System Number of events: 416

Level	Date and Time	Source
Information	6/18/2012 11:32:14 AM	Setup
Error	6/18/2012 11:32:14 AM	DistributedCOM
Information	6/18/2012 11:32:14 AM	Virtual Disk Service
Error	6/18/2012 11:30:14 AM	Service Control Mar
Error	6/18/2012 11:30:14 AM	DistributedCOM
Error	6/18/2012 11:28:14 AM	Service Control Mar
Error	6/18/2012 11:28:14 AM	Bits-Client
Error	6/18/2012 11:28:14 AM	Service Control Mar
Error	6/18/2012 11:28:14 AM	DistributedCOM
Error	6/18/2012 11:26:14 AM	Service Control Mar

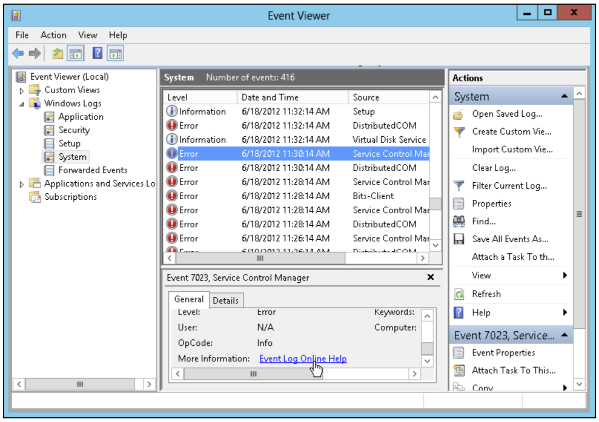
Event 7023, Service Control Manager

Log Name: System
Source: Service Control Manager
Logged:
Event ID: 7023
Task Categ
Level: Error
Keywords:

4 Scroll through the folder:

Scroll through the Application folder. Select any entry with an Error label. General information and details about the event appear in the lower pane. Scroll to the bottom pane to see all the information and details about the event.

tip The Application folder is another folder to check for possible event errors.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Event 7023, Service...
Event Properties
Attach Task To This...
Copy
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Level	Date and Time	Source
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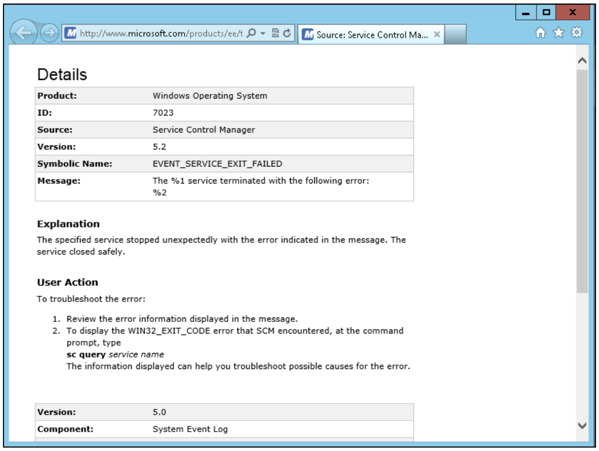
Error	6/18/2012 11:28:14 AM	Service Control Mar
Error	6/18/2012 11:28:14 AM	Bits-Client
Error	6/18/2012 11:28:14 AM	Service Control Mar
Error	6/18/2012 11:28:14 AM	DistributedCOM
Error	6/18/2012 11:26:14 AM	Service Control Mar

Event 7023, Service Control Manager

Level: Error
Keywords:
User: N/A
Computer:
OpCode: Info
More Information: Event Log Online Help

5 View event information online:

Click the Event Log Online Help link at the bottom of the bottom pane. An Event Viewer window asks for permission to send the information across the Internet. Click Yes.


http://www.microsoft.com/products/ee/t
Source: Service Control Ma...

Details

Product:	Windows Operating System
ID:	7023
Source:	Service Control Manager
Version:	5.2
Symbolic Name:	EVENT_SERVICE_EXIT_FAILED
Message:	The %1 service terminated with the following error: %2

Explanation

The specified service stopped unexpectedly with the error indicated in the message. The service closed safely.

User Action

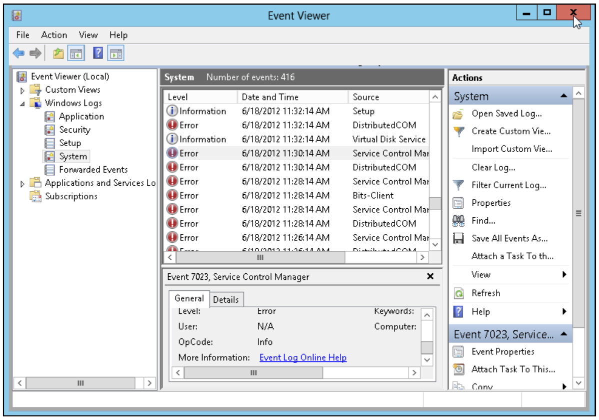
To troubleshoot the error:

1. Review the error information displayed in the message.
2. To display the WIN32_EXIT_CODE error that SCM encountered, at the command prompt, type
   sc query *service name*
   The information displayed can help you troubleshoot possible causes for the error.

Version:	5.0
Component:	System Event Log

6 View information online:

Your default browser opens to display any information on that specific event. If you cannot understand or troubleshoot the information yourself, it may be of use to Microsoft or other technical support representatives who can try to help you resolve the problem.


Event Viewer
File
Action
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Event Viewer (Local)
Custom Views
Windows Logs
Application
Security
Setup
System
Forwarded Events
Applications and Services Lo
Subscriptions
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Clear Log...
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Properties
Find...
Save All Events As...
Attach a Task To th...
View
Refresh
Help
Event 7023, Service...
Event Properties
Attach Task To This...
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System Number of events: 416

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Error	6/18/2012 11:32:14 AM	DistributedCOM
Information	6/18/2012 11:32:14 AM	Virtual Disk Service
Error	6/18/2012 11:30:14 AM	Service Control Mar
Error	6/18/2012 11:30:14 AM	DistributedCOM
Error	6/18/2012 11:28:14 AM	Service Control Mar
Error	6/18/2012 11:28:14 AM	Bits-Client
Error	6/18/2012 11:28:14 AM	Service Control Mar
Error	6/18/2012 11:28:14 AM	DistributedCOM
Error	6/18/2012 11:26:14 AM	Service Control Mar

Event 7023, Service Control Manager

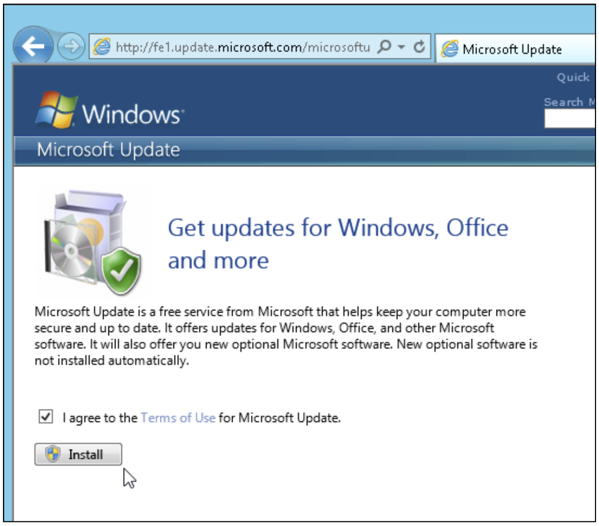
Level: Error
Keywords:
User: N/A
Computer:
OpCode: Info
More Information: Event Log Online Help

7 Close Event Viewer:

Return to Event Viewer and close the window when you are finished.

Quick Fixes

Installing Microsoft Update


http://fe1.update.microsoft.com/microsoftu
Microsoft Update
Quick
Search M
Windows
Microsoft Update
Install

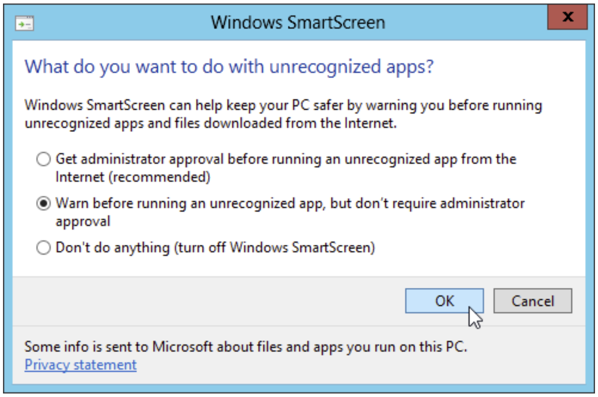
Get updates for Windows, Office and more

Microsoft Update is a free service from Microsoft that helps keep your computer more secure and up to date. It offers updates for Windows, Office, and other Microsoft software. It will also offer you new optional Microsoft software. New optional software is not installed automatically.

☑ I agree to the Terms of Use for Microsoft Update.

Open Control Panel. Click System and Security. Click Windows Update. Click the Find out more link next to Get updates for other Microsoft products. In your browser, select the I agree to the Terms of Use for Microsoft Update check box. Click Install.

Using Windows SmartScreen


Windows SmartScreen
OK
Cancel

What do you want to do with unrecognized apps?

Windows SmartScreen can help keep your PC safer by warning you before running unrecognized apps and files downloaded from the Internet.

○ Get administrator approval before running an unrecognized app from the Internet (recommended)

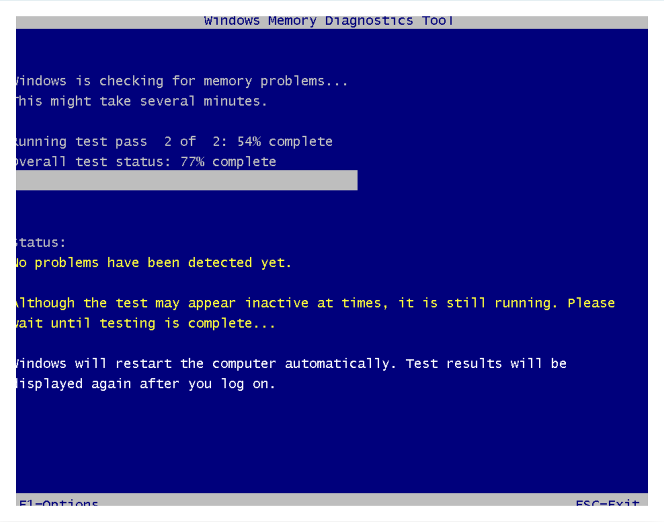
● Warn before running an unrecognized app, but don't require administrator approval

○ Don't do anything (turn off Windows SmartScreen)

Some info is sent to Microsoft about files and apps you run on this PC.
Privacy statement

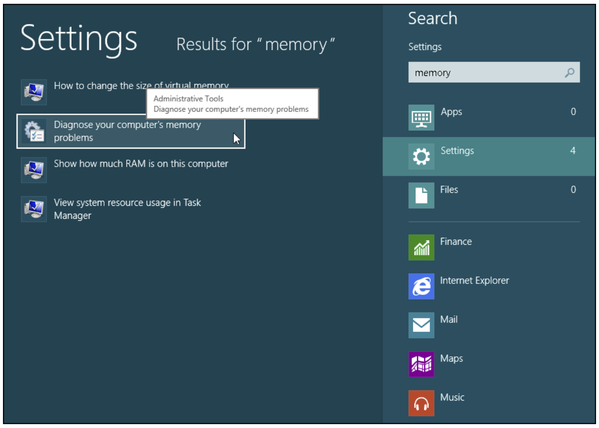
Open Control Panel. Click System and Security. Click Action Center. Select Change Windows SmartScreen settings in the left pane. Choose the option you want among the three. Click OK.

Checking Your Computer for Memory Problems

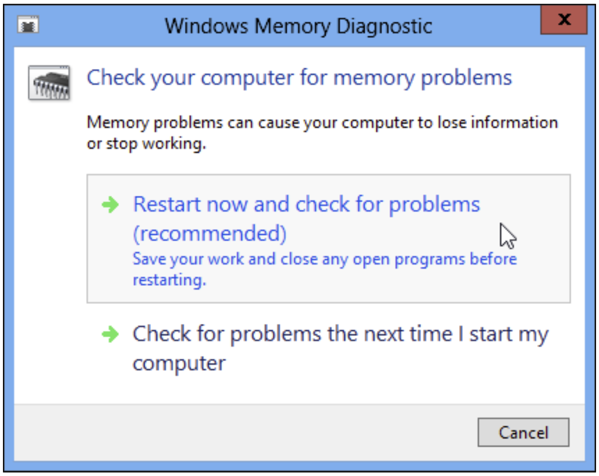


```
                        Windows Memory Diagnostics Tool

indows is checking for memory problems...
his might take several minutes.

unning test pass  2 of  2: 54% complete
verall test status: 77% complete


tatus:
o problems have been detected yet.

lthough the test may appear inactive at times, it is still running. Please
ait until testing is complete...

indows will restart the computer automatically. Test results will be
isplayed again after you log on.


F1=Options                                                             ESC=Exit
```

Windows applications may sometimes freeze or crash unexpectedly without any warning. Other times Windows itself may misbehave by crashing and displaying the familiar blue screen of death, also known as the BSOD. In some cases, the fault may not lie in Windows or in the application itself but rather in your PC's hardware. And one piece of hardware that can potentially develop problems is your computer's memory. Windows offers a Memory Diagnostics tool that can test your PC's RAM to see if any errors occur. If not, you can at least rule out memory problems as the cause of any freezes or crashes. This task explains how to check your computer for memory problems.


Settings
Results for "memory"
How to change the size of virtual memory
Administrative Tools
Diagnose your computer's memory problems
Diagnose your computer's memory problems
Show how much RAM is on this computer
View system resource usage in Task Manager
Search
Settings
memory
Apps 0
Settings 4
Files 0
Finance
Internet Explorer
Mail
Maps
Music

1 Launch Windows Memory Diagnostics: From the Start screen, type **memory**. Click Settings. From the search results on the left, select Diagnose your computer's memory problems.



Windows Memory Diagnostic

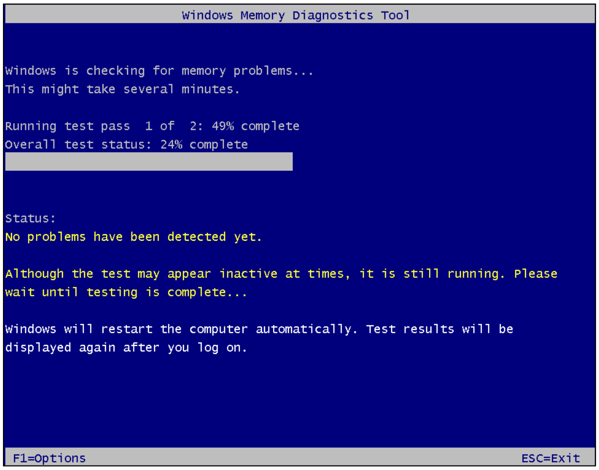
Check your computer for memory problems

Memory problems can cause your computer to lose information or stop working.

→ Restart now and check for problems (recommended)
Save your work and close any open programs before restarting.

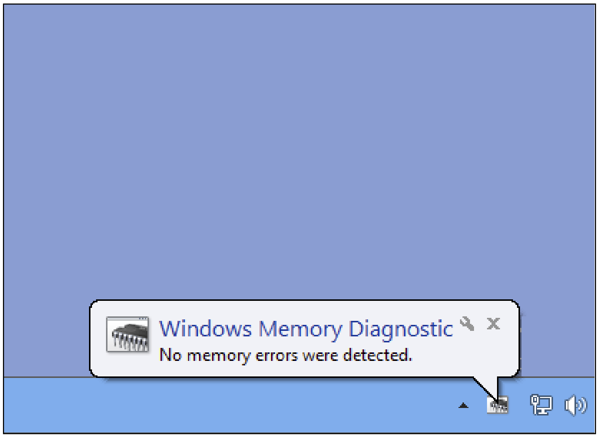
→ Check for problems the next time I start my computer

2 Restart the PC: Windows displays a dialog box asking if you want to restart now and check for problems or check for problems the next time you start your computer. Select the option to restart now.



```
                 Windows Memory Diagnostics Tool


Windows is checking for memory problems...
This might take several minutes.

Running test pass  1 of  2: 49% complete
Overall test status: 24% complete


Status:
No problems have been detected yet.

Although the test may appear inactive at times, it is still running. Please
wait until testing is complete...

Windows will restart the computer automatically. Test results will be
displayed again after you log on.




 F1=Options                                                      ESC=Exit
```

3 Wait for Memory Diagnostics to run: Windows reboots and starts running the Memory Diagnostics Tool. The test may take several minutes to run, but the screen shows you the percentage of the diagnostic as it is being run. The test makes two passes at scanning your memory.



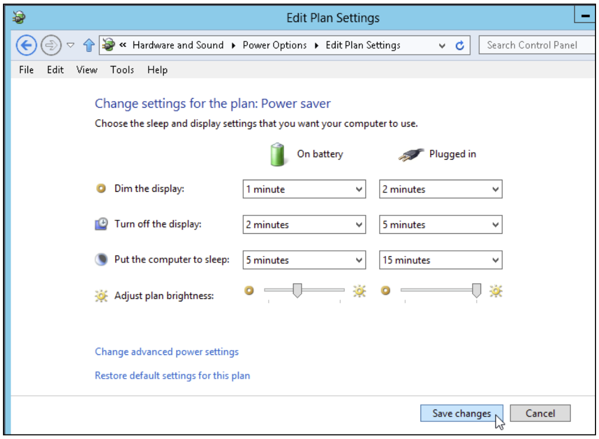
Windows Memory Diagnostic
No memory errors were detected.

4 Wait for reboot: After the diagnostic completes, Windows reboots. Log back in. Launch the desktop from its Start screen tile. Windows eventually displays a message from the system tray alerting you as to whether any problems were discovered.

tip Pressing F1 lets you choose from among a Basic, Standard, or Extended memory diagnostic, each one more intensive than the previous one.

Quick Fix

Preserving Battery Life on Your Laptop


Edit Plan Settings
Hardware and Sound ▸ Power Options ▸ Edit Plan Settings
Search Control Panel
File Edit View Tools Help
Change advanced power settings
Restore default settings for this plan
Save changes
Cancel

Change settings for the plan: Power saver

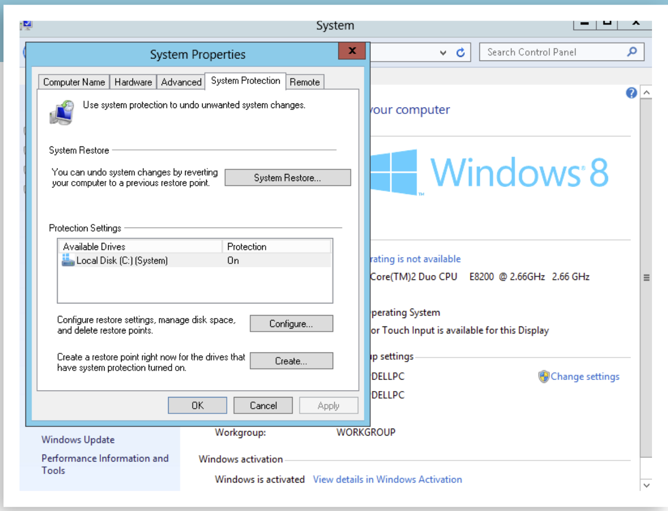
Choose the sleep and display settings that you want your computer to use.

	On battery	Plugged in
Dim the display:	1 minute	2 minutes
Turn off the display:	2 minutes	5 minutes
Put the computer to sleep:	5 minutes	15 minutes
Adjust plan brightness:		

Run your laptop on battery power. Open Control Panel. Click System and Security. Under Power Options, click Change battery settings. Click the Power Saver plan. Click Change plan settings to alter when to dim and turn off the display and adjust the screen brightness. Click Save changes.

Creating a Windows 8 Restore Point

A Windows restore point is a snapshot of your entire Windows environment at a specific point in time. These snapshots can record your Windows environment before you install new software or make other major changes. If you experience problems with Windows or a certain application or just need to revert to an earlier state of Windows, you can do that through a previous restore point. Windows 8 devotes a certain amount of hard drive space to save restore points. You can create as many restore points as you want. Once the available hard drive space is used up, Windows starts deleting the earliest restore points. This task explains how to create a Windows 8 restore point.


System
System Properties
Computer Name
Hardware
Advanced
System Protection
Remote
System Restore
System Restore...
Protection Settings
Configure...
Create...
OK
Cancel
Apply
Search Control Panel
your computer
Windows 8
Change settings
Windows Update
Performance Information and Tools
Windows activation

Use system protection to undo unwanted system changes.

You can undo system changes by reverting your computer to a previous restore point.

Available Drives	Protection
Local Disk (C:) (System)	On

Configure restore settings, manage disk space, and delete restore points.

Create a restore point right now for the drives that have system protection turned on.

rating is not available

Core(TM)2 Duo CPU E8200 @ 2.66GHz 2.66 GHz

perating System

or Touch Input is available for this Display

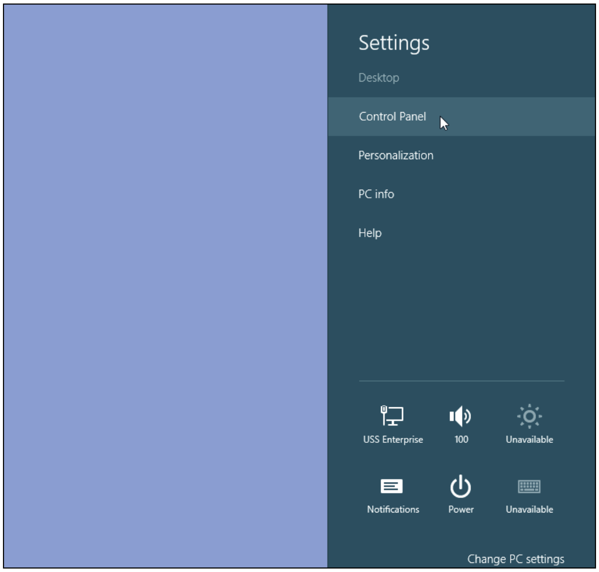
p settings

DELLPC

DELLPC

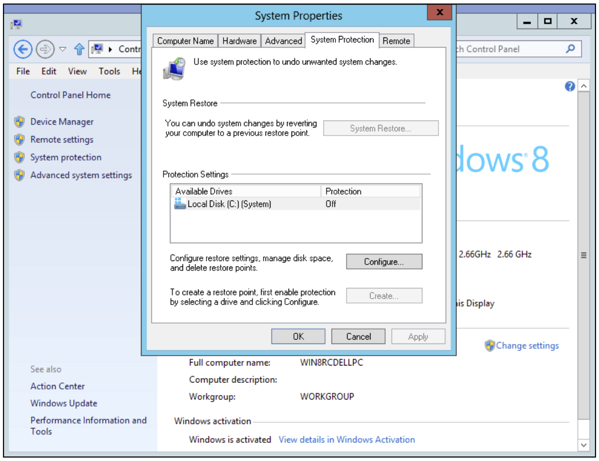
Workgroup: WORKGROUP

Windows is activated View details in Windows Activation


Settings
Desktop
Control Panel
Personalization
PC info
Help
USS Enterprise
100
Unavailable
Notifications
Power
Unavailable
Change PC settings

1 Open Control Panel: Launch the desktop by clicking its Start screen tile. Hover your mouse in the lower-right hot corner to display the Charms bar. Click the Settings charm. Click Control Panel at the top of the panel.

tip Restore points are automatically created at certain times, but you can always create one manually.


System Properties
Computer Name
Hardware
Advanced
System Protection
Remote
File
Edit
View
Tools
Control Panel Home
Device Manager
Remote settings
System protection
Advanced system settings
See also
Action Center
Windows Update
Performance Information and Tools
System Restore...
Configure...
Create...
OK
Cancel
Apply
Change settings
dows 8

Use system protection to undo unwanted system changes.

System Restore

You can undo system changes by reverting your computer to a previous restore point.

Protection Settings

Available Drives	Protection
Local Disk (C:) (System)	Off

Configure restore settings, manage disk space, and delete restore points.

To create a restore point, first enable protection by selecting a drive and clicking Configure.

Full computer name: WIN8RCDELLPC

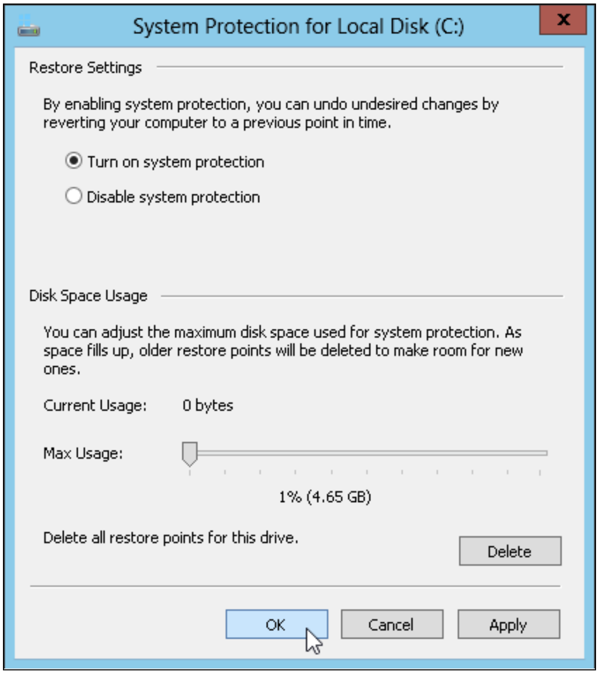
Computer description:

Workgroup: WORKGROUP

Windows activation

Windows is activated View details in Windows Activation

2 Open System Protection: From Control Panel, click the System and Security category, and then click System. In the left pane, click System protection.


System Protection for Local Disk (C:)
Delete
OK
Cancel
Apply

Restore Settings

By enabling system protection, you can undo undesired changes by reverting your computer to a previous point in time.

● Turn on system protection

○ Disable system protection

Disk Space Usage

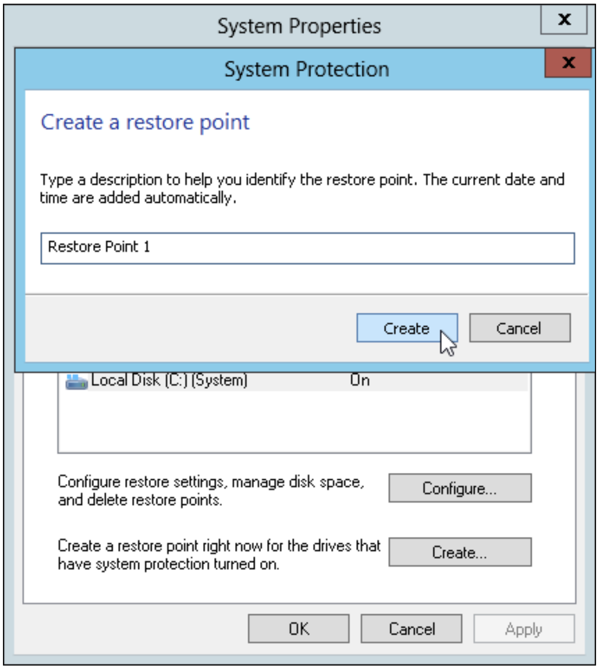
You can adjust the maximum disk space used for system protection. As space fills up, older restore points will be deleted to make room for new ones.

Current Usage: 0 bytes

Max Usage: 1% (4.65 GB)

Delete all restore points for this drive.

3 Check for system protection: Make sure that protection is turned on for your local drive. If it is not, select the drive and click Configure. In the System Protection for Local Disk window, select the Turn on system protection radio button. Click OK.


System Properties
System Protection
Create
Cancel
Configure...
Create...
OK
Cancel
Apply

Create a restore point

Type a description to help you identify the restore point. The current date and time are added automatically.

Restore Point 1

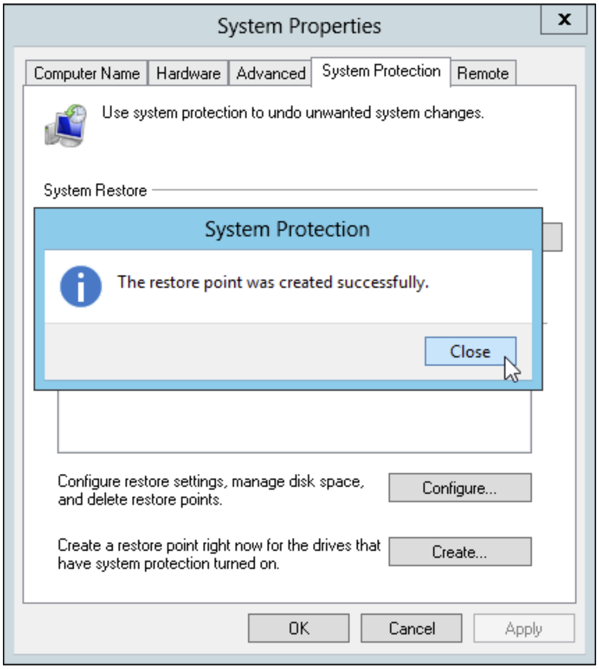
Local Disk (C:) (System) On

Configure restore settings, manage disk space, and delete restore points.

Create a restore point right now for the drives that have system protection turned on.

4 Create restore point: At the bottom of the System Protection tab, click Create. Type a name for the restore point. Click Create.

tip Restoring Windows from a restore point is covered in the next task.


System Properties
Computer Name
Hardware
Advanced
System Protection
Remote
System Restore
System Protection
Close
Configure...
Create...
OK
Cancel
Apply

Use system protection to undo unwanted system changes.

The restore point was created successfully.

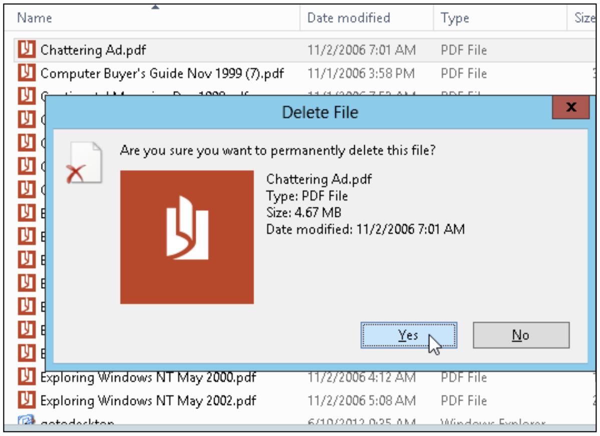
Configure restore settings, manage disk space, and delete restore points.

Create a restore point right now for the drives that have system protection turned on.

5 Close System Protection: After the process has completed, a message that the restore point was created successfully appears. Click Close to shut down that message. Click OK to close the System Properties window and then close the System window.

Quick Fix

Deleting a File Permanently


Name
Date modified
Type
Size
Delete File
Yes
No

Name	Date modified	Type
Chattering Ad.pdf	11/2/2006 7:01 AM	PDF File
Computer Buyer's Guide Nov 1999 (7).pdf	11/1/2006 3:58 PM	PDF File
Exploring Windows NT May 2000.pdf	11/2/2006 4:12 AM	PDF File
Exploring Windows NT May 2002.pdf	11/2/2006 5:08 AM	PDF File

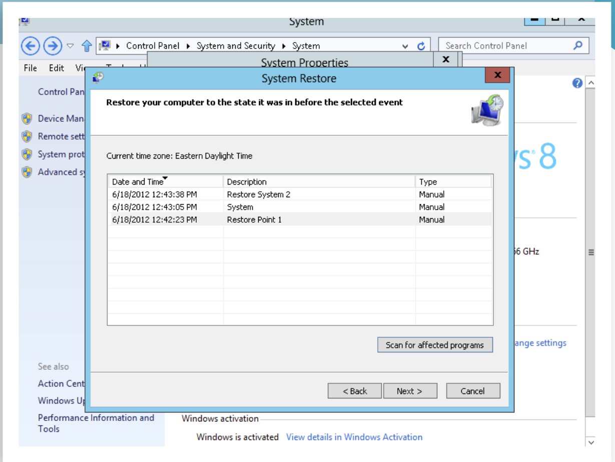
Are you sure you want to permanently delete this file?

Chattering Ad.pdf
Type: PDF File
Size: 4.67 MB
Date modified: 11/2/2006 7:01 AM

Open File Explorer. Select the file you want to delete. Hold down the Shift key and click the Delete button from the Ribbon. The file is deleted from the hard drive instead of being moved to the Recycle Bin.

Restoring Windows from a Restore Point

A Windows restore point is a snapshot of your entire Windows environment at a specific point in time. You can use restore points to record your Windows environment before you install new applications or make other changes to your system. If you experience problems with Windows or need to undo recent changes, you can restore your environment to a previous point. Windows 8 devotes a certain amount of hard drive space to save restore points. You can create as many restore points as you want. Once the available hard drive space is used up, Windows starts deleting the earliest restore points. This task explains how to restore Windows 8 from a restore point.

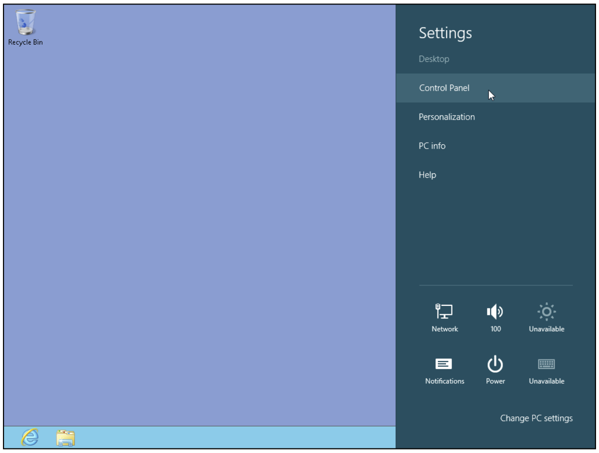

System
Control Panel ▸ System and Security ▸ System
Search Control Panel
File
Edit
System Properties
System Restore
Control Pan
Device Man
Remote sett
System prot
Advanced sy
See also
Action Cent
Windows Up
Performance Information and Tools
Scan for affected programs
< Back
Next >
Cancel
ange settings
Windows activation
View details in Windows Activation

Restore your computer to the state it was in before the selected event

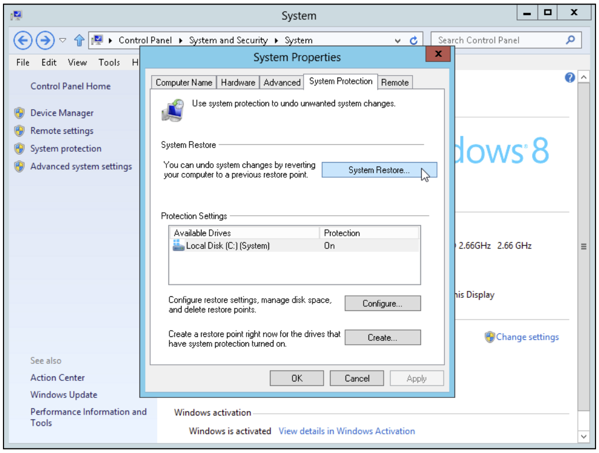
Current time zone: Eastern Daylight Time

Date and Time	Description	Type
6/18/2012 12:43:38 PM	Restore System 2	Manual
6/18/2012 12:43:05 PM	System	Manual
6/18/2012 12:42:23 PM	Restore Point 1	Manual

Windows is activated


Recycle Bin
Settings
Desktop
Control Panel
Personalization
PC info
Help
Network
100
Unavailable
Notifications
Power
Unavailable
Change PC settings

1 Open Control Panel: Launch the desktop by clicking its Start screen tile. Hover your mouse in the lower-right hot corner to display the Charms bar. Click the Settings charm. Click Control Panel at the top of the pane.


System
Control Panel ▸ System and Security ▸ System
Search Control Panel
File
Edit
View
Tools
System Properties
Computer Name
Hardware
Advanced
System Protection
Remote
Control Panel Home
Device Manager
Remote settings
System protection
Advanced system settings
System Restore...
Configure...
Create...
OK
Cancel
Apply
See also
Action Center
Windows Update
Performance Information and Tools
Change settings
Windows activation
View details in Windows Activation

Use system protection to undo unwanted system changes.

System Restore

You can undo system changes by reverting your computer to a previous restore point.

Protection Settings

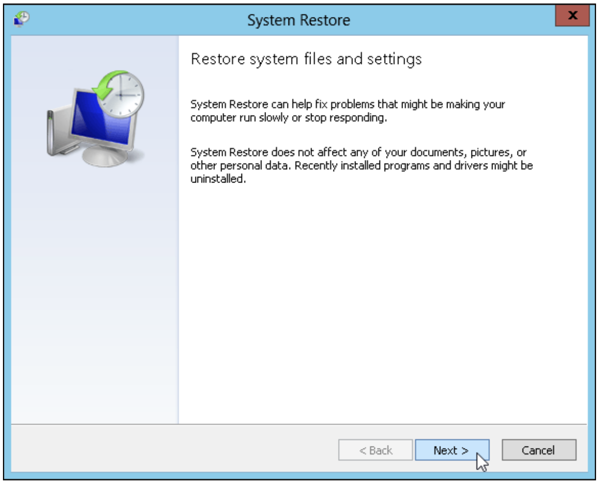
Available Drives	Protection
Local Disk (C:) (System)	On

Configure restore settings, manage disk space, and delete restore points.

Create a restore point right now for the drives that have system protection turned on.

Windows is activated

2 Open System Protection: From Control Panel, click the System and Security category and then click System. In the left pane, click System protection.

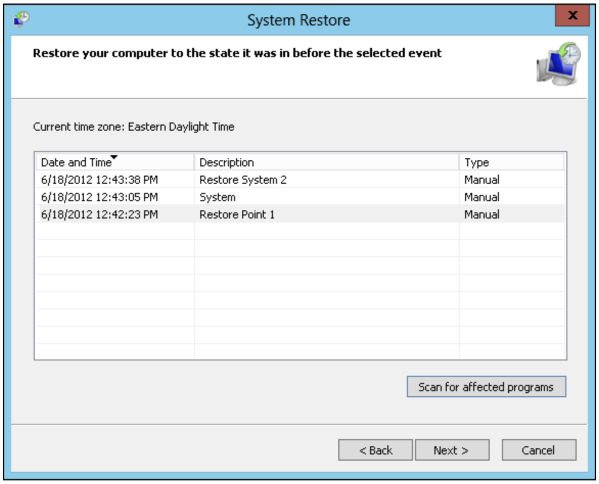


Restore system files and settings

System Restore can help fix problems that might be making your computer run slowly or stop responding.

System Restore does not affect any of your documents, pictures, or other personal data. Recently installed programs and drivers might be uninstalled.

3 Restore Windows: Click System Restore in the System Properties window. The System Restore window may recommend a recent restore point. If you want to use this restore point, click Next. Otherwise, click the Choose a different restore point option and then click Next. If this recommendation does not appear, then just click Next.

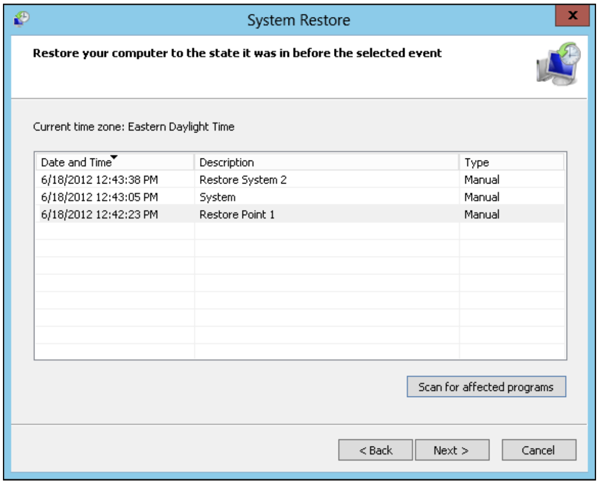


Restore your computer to the state it was in before the selected event

Current time zone: Eastern Daylight Time

Date and Time	Description	Type
6/18/2012 12:43:38 PM	Restore System 2	Manual
6/18/2012 12:43:05 PM	System	Manual
6/18/2012 12:42:23 PM	Restore Point 1	Manual

4 View restore points: Windows displays a list of all your restore points with their dates and times.

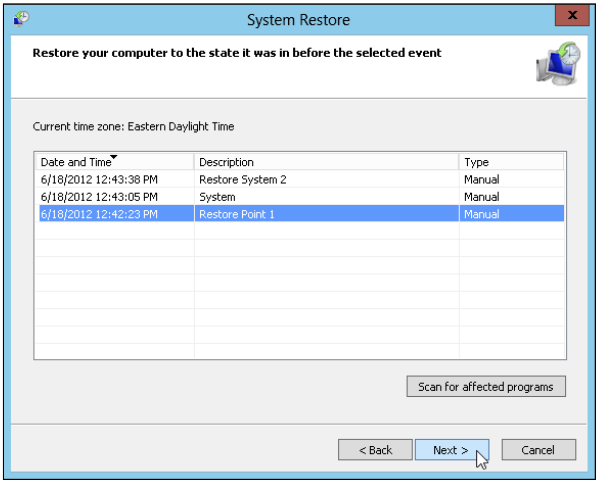


Restore your computer to the state it was in before the selected event

Current time zone: Eastern Daylight Time

Date and Time	Description	Type
6/18/2012 12:43:38 PM	Restore System 2	Manual
6/18/2012 12:43:05 PM	System	Manual
6/18/2012 12:42:23 PM	Restore Point 1	Manual

5 Scan for affected programs: Click a particular restore point and then click Scan for affected programs. Windows runs a scan for any applications or drivers that may need to be reinstalled if you choose this specific restore point. If none is detected, then you will not lose any software or drivers if you choose this restore point. If any software or drivers are found, then you may want to try a different restore point or note the programs that need to be reinstalled if you choose this restore point. Click Close.

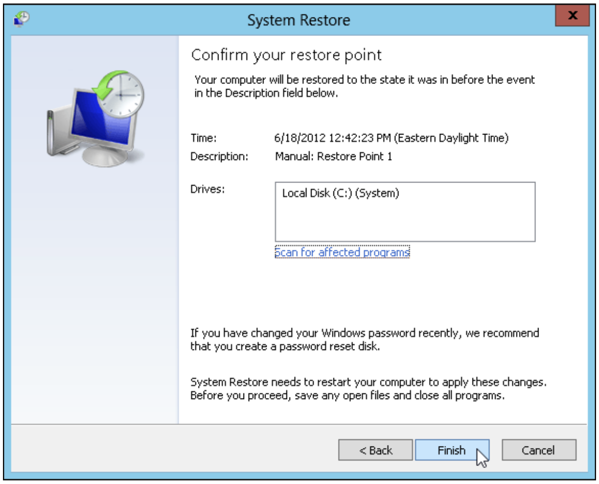


Restore your computer to the state it was in before the selected event

Current time zone: Eastern Daylight Time

Date and Time	Description	Type
6/18/2012 12:43:38 PM	Restore System 2	Manual
6/18/2012 12:43:05 PM	System	Manual
6/18/2012 12:42:23 PM	Restore Point 1	Manual

6 Choose the restore point: Select the restore point you want to use. Click Next.



Confirm your restore point

Your computer will be restored to the state it was in before the event in the Description field below.

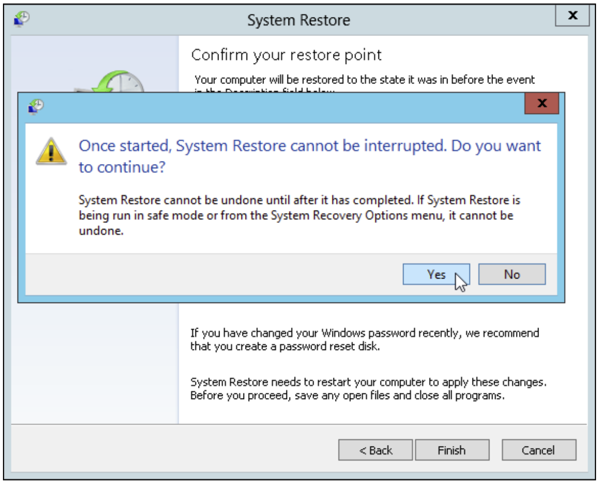
Time: 6/18/2012 12:42:23 PM (Eastern Daylight Time)
Description: Manual: Restore Point 1
Drives: Local Disk (C:) (System)

Scan for affected programs

If you have changed your Windows password recently, we recommend that you create a password reset disk.

System Restore needs to restart your computer to apply these changes. Before you proceed, save any open files and close all programs.

7 Confirm the restore point: Confirm the restore point you want to use. Click Finish.



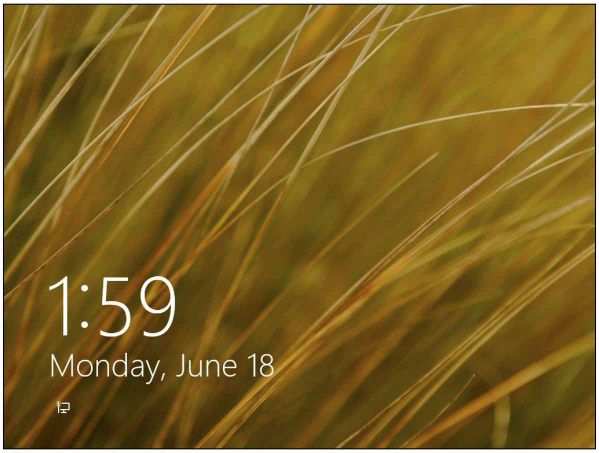
Once started, System Restore cannot be interrupted. Do you want to continue?

System Restore cannot be undone until after it has completed. If System Restore is being run in safe mode or from the System Recovery Options menu, it cannot be undone.

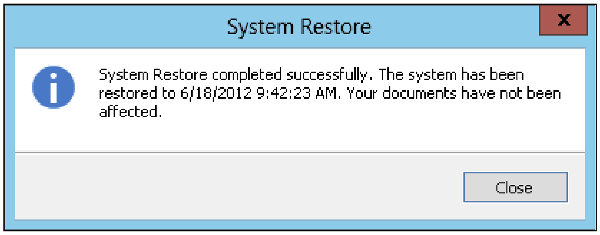
If you have changed your Windows password recently, we recommend that you create a password reset disk.

System Restore needs to restart your computer to apply these changes. Before you proceed, save any open files and close all programs.

8 Confirm that you want to continue: Windows asks if you want to continue. Click Yes. You see a message that Windows is preparing to restore your system. After the restore completes, Windows reboots your computer and restores your files and settings. After the restoration, Windows may again reboot your computer.



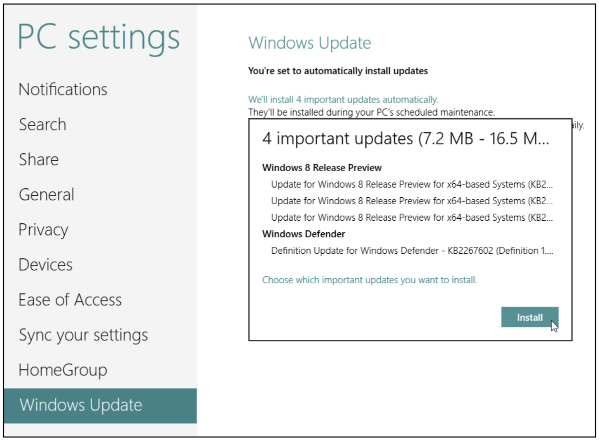
9 Log back in: Press any key to get past the Lock screen and then log in to Windows.



System Restore completed successfully. The system has been restored to 6/18/2012 9:42:23 AM. Your documents have not been affected.

10 View System Restore message: Open the desktop by clicking its Start screen tile. A System Restore message appears explaining the outcome of the process.

tip Creating a restore point is covered in the previous task.


PC settings
Notifications
Search
Share
General
Privacy
Devices
Ease of Access
Sync your settings
HomeGroup
Windows Update
Install

Windows Update

You're set to automatically install updates

We'll install 4 important updates automatically.
They'll be installed during your PC's scheduled maintenance.

4 important updates (7.2 MB - 16.5 M...

Windows 8 Release Preview
Update for Windows 8 Release Preview for x64-based Systems (KB2...
Update for Windows 8 Release Preview for x64-based Systems (KB2...
Update for Windows 8 Release Preview for x64-based Systems (KB2...
Windows Defender
Definition Update for Windows Defender - KB2267602 (Definition 1...

Choose which important updates you want to install.

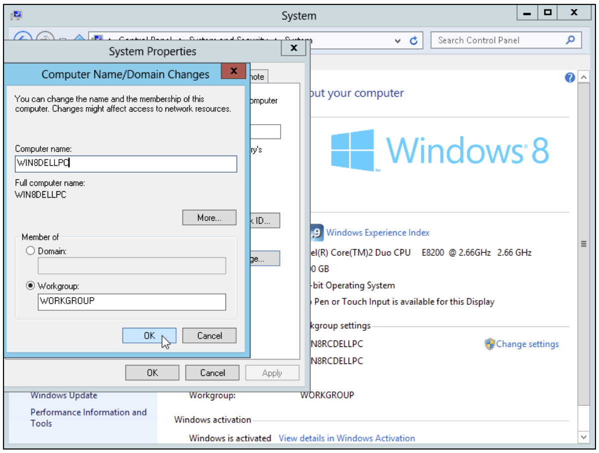
11 Reinstall programs, drivers, and updates:

Reinstall any software, hardware drivers, and software updates that were not restored.

tip If you are running low on hard drive space you can delete all your previous restore points. Just remember to create a new restore point afterward.

Quick Fixes

Changing Your Computer Name


System
System Properties
Computer Name/Domain Changes
More...
OK
Cancel
Apply
Windows 8
Windows Experience Index
Change settings
Windows Update
Performance Information and Tools
Windows activation

You can change the name and the membership of this computer. Changes might affect access to network resources.

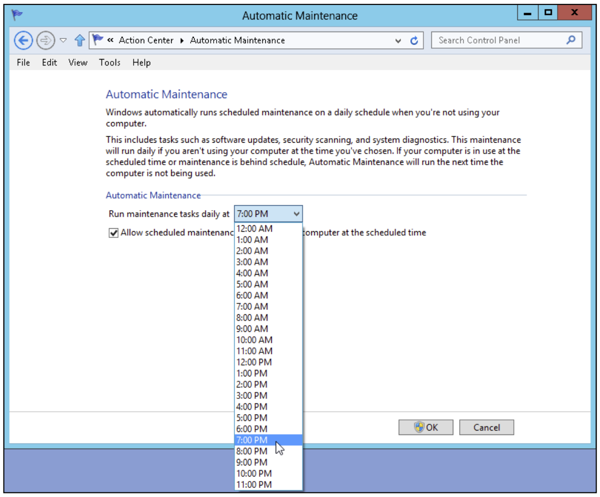
Computer name: WIN8DELLPC

Full computer name: WIN8DELLPC

Member of
○ Domain:
● Workgroup: WORKGROUP

Launch Control Panel. Click the System and Security category. Under System, select the See the name of this computer option. In the View basic information about your computer dialog box, select the Change settings option. In the System Properties dialog box, click Change. In the Computer name field, type a new name for your computer. Click OK. Click OK again. Close the System Properties dialog box. Click Restart Now.

Setting Up Automatic Maintenance


Automatic Maintenance
Action Center
Automatic Maintenance
Search Control Panel
File
Edit
View
Tools
Help
12:00 AM
1:00 AM
2:00 AM
3:00 AM
4:00 AM
5:00 AM
6:00 AM
7:00 AM
8:00 AM
9:00 AM
10:00 AM
11:00 AM
12:00 PM
1:00 PM
2:00 PM
3:00 PM
4:00 PM
5:00 PM
6:00 PM
7:00 PM
8:00 PM
9:00 PM
10:00 PM
11:00 PM
OK
Cancel

Automatic Maintenance

Windows automatically runs scheduled maintenance on a daily schedule when you're not using your computer.

This includes tasks such as software updates, security scanning, and system diagnostics. This maintenance will run daily if you aren't using your computer at the time you've chosen. If your computer is in use at the scheduled time or maintenance is behind schedule, Automatic Maintenance will run the next time the computer is not being used.

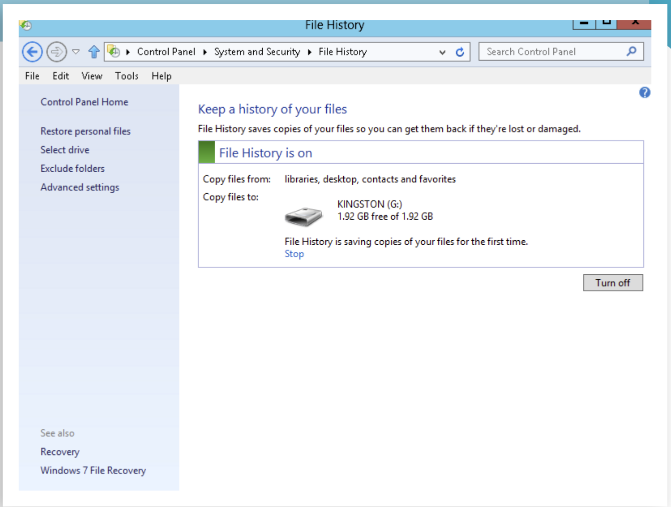
Automatic Maintenance

Run maintenance tasks daily at 7:00 PM

☑ Allow scheduled maintenanc computer at the scheduled time

Open Control Panel. Click the System and Security category. Select Action Center. Click the drop-down button next to Maintenance. Under Automatic Maintenance, click Change maintenance settings. In the Run maintenance tasks daily at drop-down menu, select a time. Select the Allow scheduled maintenance to wake up my computer at the scheduled time check box if your computer is in sleep mode at the scheduled time.

Backing Up Your Files through File History


File History
Control Panel ▸ System and Security ▸ File History
Search Control Panel
File Edit View Tools Help
Control Panel Home
Restore personal files
Select drive
Exclude folders
Advanced settings
See also
Recovery
Windows 7 File Recovery
Stop
Turn off

Keep a history of your files

File History saves copies of your files so you can get them back if they're lost or damaged.

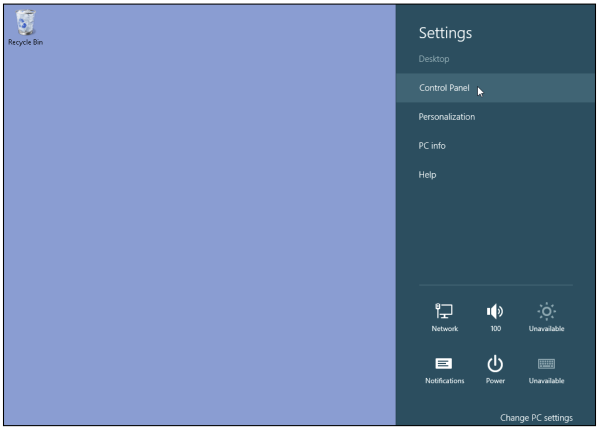
File History is on

Copy files from: libraries, desktop, contacts and favorites

Copy files to: KINGSTON (G:) 1.92 GB free of 1.92 GB

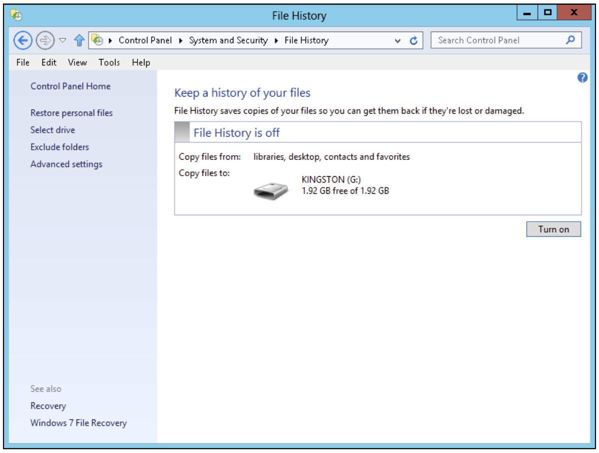
File History is saving copies of your files for the first time.

Windows 8 includes a new file history feature that backs up your personal files, including your documents, music, pictures, videos, contacts, browser favorites, and desktop. If one or more of those files are damaged or lost or permanently deleted, you can retrieve the most recent version of the file from history. Once set up, File History runs automatically at specified intervals, though you can also run it manually at any time. You can save your file history on an external drive, such as a USB stick or a network drive, so that the files are recoverable if you cannot access your hard drive due to technical problems. This task explains how to set up the File History feature, first using a USB drive and then using a network drive.


Recycle Bin
Settings
Desktop
Control Panel
Personalization
PC info
Help
Network
100
Unavailable
Notifications
Power
Unavailable
Change PC settings

1 Open Control Panel: Open the desktop. Hover your mouse in the lower-right hot corner to display the Charms bar. Click the Settings charm. Click Control Panel at the top of the panel.

tip Save your file history on an external or network drive so you can still recover it if your hard drive is no longer accessible.


File History
Control Panel ▸ System and Security ▸ File History
Search Control Panel
File Edit View Tools Help
Control Panel Home
Restore personal files
Select drive
Exclude folders
Advanced settings
See also
Recovery
Windows 7 File Recovery
Turn on

Keep a history of your files

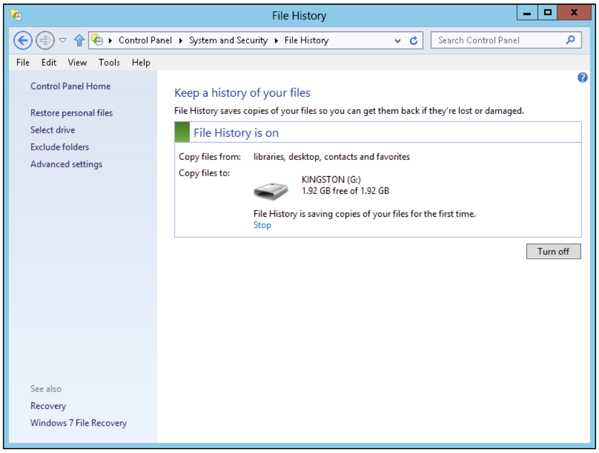
File History saves copies of your files so you can get them back if they're lost or damaged.

File History is off

Copy files from: libraries, desktop, contacts and favorites

Copy files to: KINGSTON (G:) 1.92 GB free of 1.92 GB

2 Open File History: Plug in a USB drive. From Control Panel, click the System and Security category and then select File History.


File History
Control Panel ▸ System and Security ▸ File History
Search Control Panel
File Edit View Tools Help
Control Panel Home
Restore personal files
Select drive
Exclude folders
Advanced settings
See also
Recovery
Windows 7 File Recovery
Stop
Turn off

Keep a history of your files

File History saves copies of your files so you can get them back if they're lost or damaged.

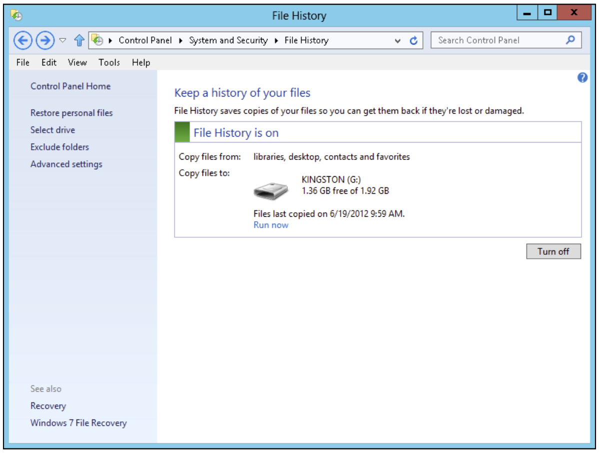
File History is on

Copy files from: libraries, desktop, contacts and favorites

Copy files to: KINGSTON (G:) 1.92 GB free of 1.92 GB

File History is saving copies of your files for the first time.

3 Choose external drive: File History should detect and display the USB drive. Click Turn on. File History automatically starts saving copies of your files.


File History
Control Panel ▸ System and Security ▸ File History
Search Control Panel
File Edit View Tools Help
Control Panel Home
Restore personal files
Select drive
Exclude folders
Advanced settings
See also
Recovery
Windows 7 File Recovery
Run now
Turn off

Keep a history of your files

File History saves copies of your files so you can get them back if they're lost or damaged.

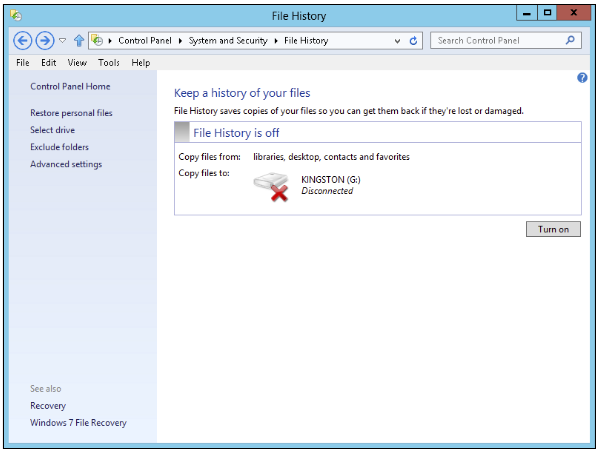
File History is on

Copy files from: libraries, desktop, contacts and favorites

Copy files to: KINGSTON (G:) 1.36 GB free of 1.92 GB

Files last copied on 6/19/2012 9:59 AM.

4 Wait for backup to complete: After File History completes its backup, it displays a message telling you when the files were last copied.


File History
Control Panel ▸ System and Security ▸ File History
Search Control Panel
File Edit View Tools Help
Control Panel Home
Restore personal files
Select drive
Exclude folders
Advanced settings
See also
Recovery
Windows 7 File Recovery
Turn on

Keep a history of your files

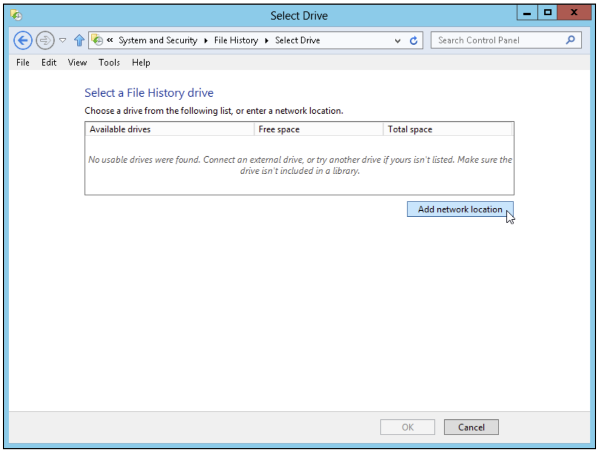
File History saves copies of your files so you can get them back if they're lost or damaged.

File History is off

Copy files from: libraries, desktop, contacts and favorites

Copy files to: KINGSTON (G:) *Disconnected*

5 Change drive: If you want to use a network drive instead of a USB drive, click Turn off. Remove the USB drive.


Select Drive
System and Security ▸ File History ▸ Select Drive
Search Control Panel
File Edit View Tools Help
Add network location
OK
Cancel

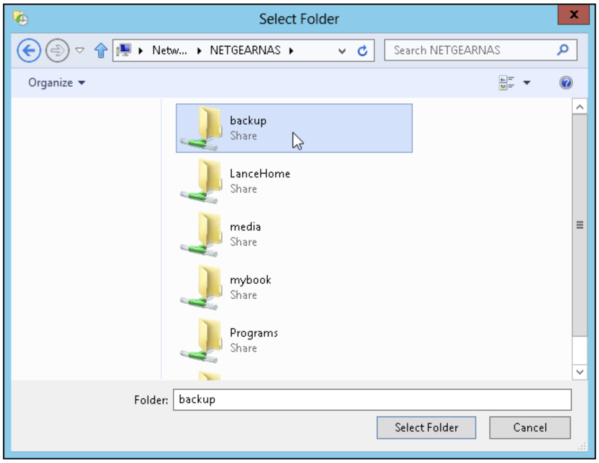
Select a File History drive

Choose a drive from the following list, or enter a network location.

Available drives	Free space	Total space

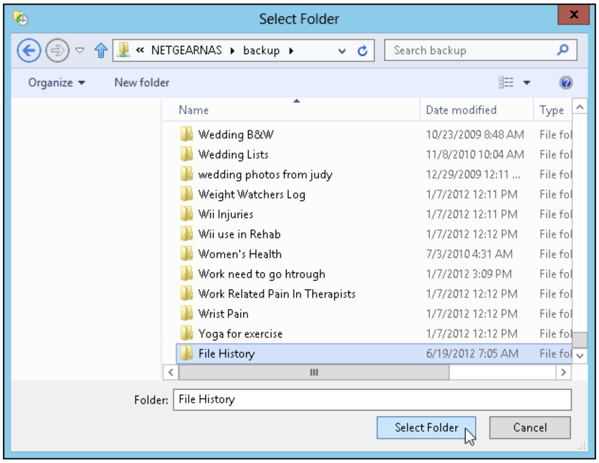
No usable drives were found. Connect an external drive, or try another drive if yours isn't listed. Make sure the drive isn't included in a library.

6 Add network location: Click the Select drive option in the left pane. Click Add network location.


Select Folder
Netw... ▸ NETGEARNAS ▸
Search NETGEARNAS
Organize
backup
Share
LanceHome
Share
media
Share
mybook
Share
Programs
Share
Select Folder
Cancel

Folder: backup

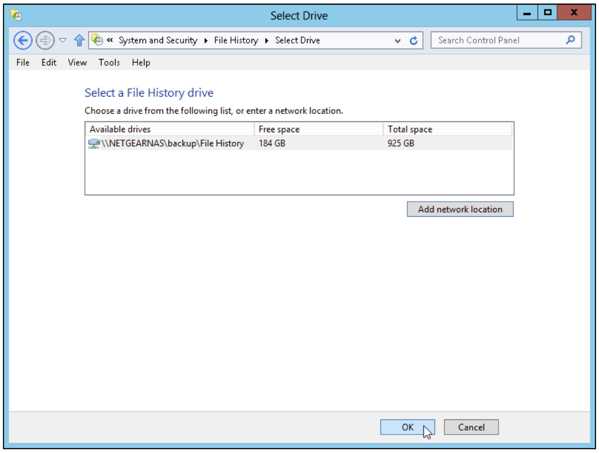
7 View network locations: Windows displays the names of other networked PCs and your network drive. Click the network drive you want to use.


Select Folder
« NETGEARNAS ▸ backup ▸
Search backup
Organize
New folder
Select Folder
Cancel

Name	Date modified	Type
Wedding B&W	10/23/2009 8:48 AM	File fol
Wedding Lists	11/8/2010 10:04 AM	File fol
wedding photos from judy	12/29/2009 12:11 ...	File fol
Weight Watchers Log	1/7/2012 12:11 PM	File fol
Wii Injuries	1/7/2012 12:11 PM	File fol
Wii use in Rehab	1/7/2012 12:12 PM	File fol
Women's Health	7/3/2010 4:31 AM	File fol
Work need to go htrough	1/7/2012 3:09 PM	File fol
Work Related Pain In Therapists	1/7/2012 12:12 PM	File fol
Wrist Pain	1/7/2012 12:12 PM	File fol
Yoga for exercise	1/7/2012 12:12 PM	File fol
File History	6/19/2012 7:05 AM	File fol

Folder: File History

8 Select or create folder: Select a specific folder on the drive in which you want to save the file history. Click the New folder command to create a new folder to store the file history. Click Select Folder.

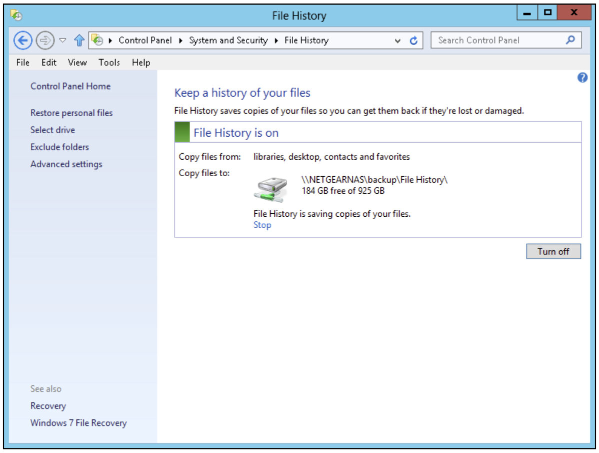

Select Drive
System and Security ▸ File History ▸ Select Drive
Search Control Panel
File Edit View Tools Help
Add network location
OK
Cancel

Select a File History drive

Choose a drive from the following list, or enter a network location.

Available drives	Free space	Total space
\\NETGEARNAS\backup\File History	184 GB	925 GB

9 Confirm new location: In the Select Drive screen, click OK. Windows asks if you want to move your existing files to the new location. Click No. The network drive now appears as the new location for the file history.


File History
Control Panel ▸ System and Security ▸ File History
Search Control Panel
File Edit View Tools Help
Control Panel Home
Restore personal files
Select drive
Exclude folders
Advanced settings
See also
Recovery
Windows 7 File Recovery
Stop
Turn off

Keep a history of your files

File History saves copies of your files so you can get them back if they're lost or damaged.

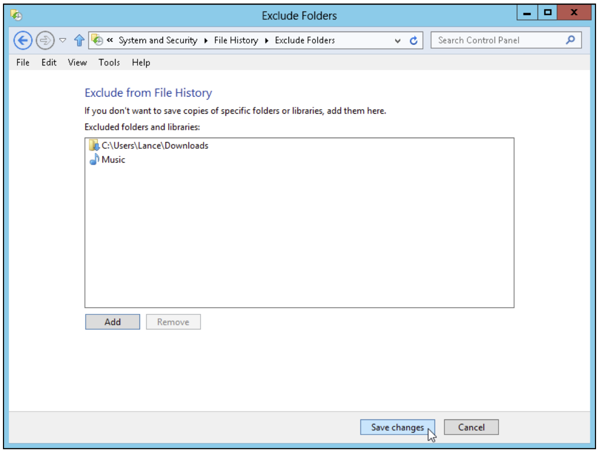
File History is on

Copy files from: libraries, desktop, contacts and favorites

Copy files to: \\NETGEARNAS\backup\File History\ 184 GB free of 925 GB

File History is saving copies of your files.

10 Wait for backup to complete: File History copies your files to the network location. After File History completes its backup, a message appears telling you when the files were last copied.


Exclude Folders
« System and Security ▸ File History ▸ Exclude Folders
Search Control Panel
File Edit View Tools Help
Add
Remove
Save changes
Cancel

Exclude from File History

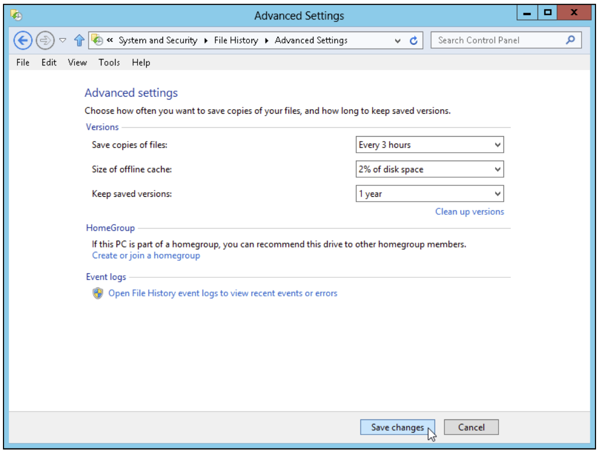
If you don't want to save copies of specific folders or libraries, add them here.

Excluded folders and libraries:

C:\Users\Lance\Downloads

Music

11 Exclude folders: Click the Exclude folders option in the left pane. In the Exclude from File History screen, click Add. Choose any folder that you want to exclude from the history. Click Add again to exclude another folder if you want. To include a folder that you have excluded, select it and click Remove. Click Save changes when you are done.


Advanced Settings
« System and Security ▸ File History ▸ Advanced Settings
Search Control Panel
File Edit View Tools Help
Clean up versions
Save changes
Cancel

Advanced settings

Choose how often you want to save copies of your files, and how long to keep saved versions.

Versions

Save copies of files: Every 3 hours

Size of offline cache: 2% of disk space

Keep saved versions: 1 year

HomeGroup

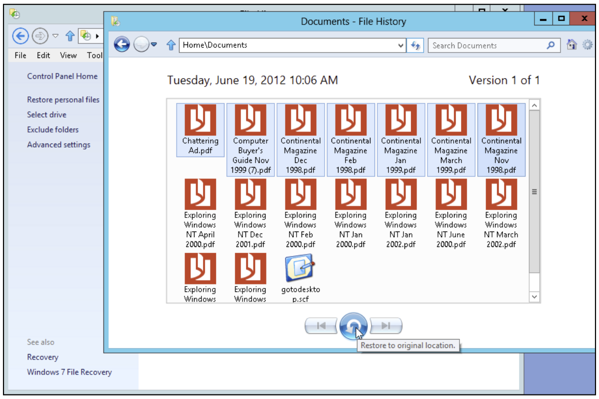
If this PC is part of a homegroup, you can recommend this drive to other homegroup members.

Create or join a homegroup

Event logs

Open File History event logs to view recent events or errors

12 Configure Advanced settings: Click the Advanced settings option in the left pane. In the Save copies of files drop-down menu, select how often you want the files to be saved. Every hour is the default. In the size of offline cache drop-down menu, select how much space you want to devote to the file history on the backup location. Five percent is the default. In the Keep saved versions drop-down menu, select how long you want to keep the saved version. Forever is the default. Click Save changes when done.

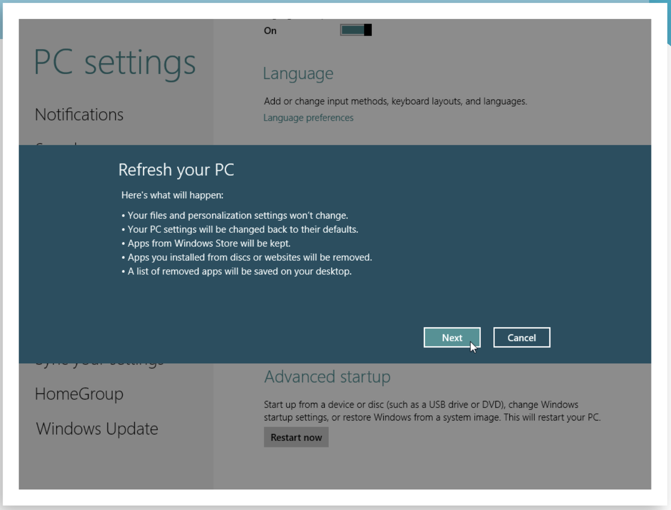

Documents - File History
Home\Documents
Search Documents
File Edit View Tool
Control Panel Home
Restore personal files
Select drive
Exclude folders
Advanced settings
See also
Recovery
Windows 7 File Recovery
Chattering Ad.pdf
Computer Buyer's Guide Nov 1999 (7).pdf
Continental Magazine Dec 1998.pdf
Continental Magazine Feb 1998.pdf
Continental Magazine Jan 1999.pdf
Continental Magazine March 1999.pdf
Continental Magazine Nov 1998.pdf
Exploring Windows NT April 2000.pdf
Exploring Windows NT Dec 2001.pdf
Exploring Windows NT Feb 2000.pdf
Exploring Windows NT Jan 2000.pdf
Exploring Windows NT Jan 2002.pdf
Exploring Windows NT June 2000.pdf
Exploring Windows NT March 2002.pdf
Exploring Windows
Exploring Windows
gotodesktop.scf
Restore to original location.

Tuesday, June 19, 2012 10:06 AM

Version 1 of 1

13 Restore files: Click the Restore personal files option in the left pane. Double-click the folder or category of the files you want to restore — for example, Documents. Select the file or files you want to restore. Click the Restore to original location button. A File Explorer window appears showing the restored files in their original location. Close the File History window.

Refreshing Windows


On
PC settings
Notifications
Language
Language preferences
HomeGroup
Windows Update
Advanced startup
Next
Cancel
Restart now

Add or change input methods, keyboard layouts, and languages.

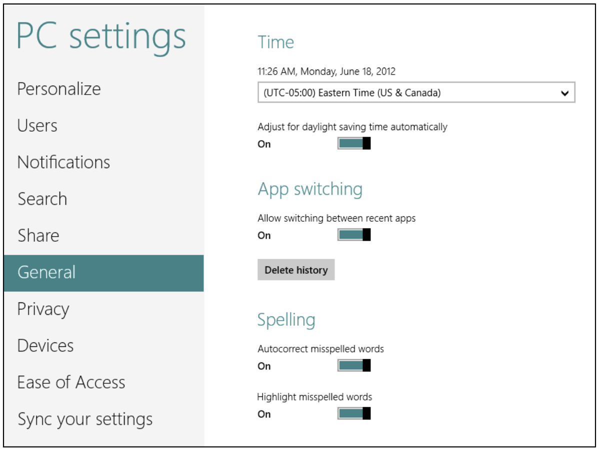
Refresh your PC

Here's what will happen:

- Your files and personalization settings won't change.
- Your PC settings will be changed back to their defaults.
- Apps from Windows Store will be kept.
- Apps you installed from discs or websites will be removed.
- A list of removed apps will be saved on your desktop.

Start up from a device or disc (such as a USB drive or DVD), change Windows startup settings, or restore Windows from a system image. This will restart your PC.

Windows and Windows applications can sometimes develop problems, causing the operating system or specific programs themselves to freeze or crash or simply not run properly. Tracking down the specific cause of the problem can be difficult and time-consuming. Instead of trying to locate the source of the glitch, you may find it easier to simply refresh your PC. Refreshing your PC brings back Windows 8 to an earlier and hopefully problem-free state. By default, refreshing keeps your Windows 8 apps and your files and documents alive, but it does not retain your desktop apps or your PC settings. This task explains how to refresh Windows.


PC settings
Personalize
Users
Notifications
Search
Share
General
Privacy
Devices
Ease of Access
Sync your settings
Time
App switching
Delete history
Spelling

11:26 AM, Monday, June 18, 2012

(UTC-05:00) Eastern Time (US & Canada)

Adjust for daylight saving time automatically: On

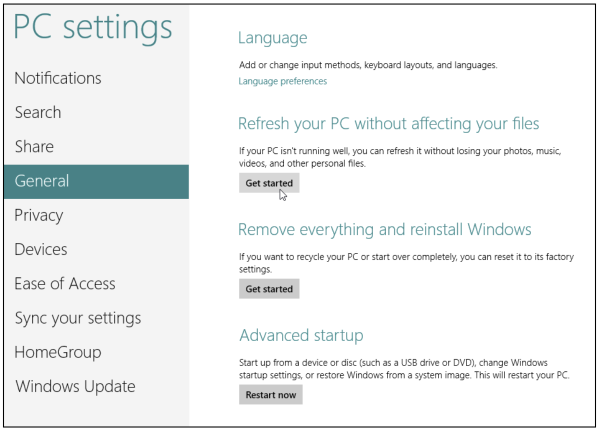
Allow switching between recent apps: On

Autocorrect misspelled words: On

Highlight misspelled words: On

1 Open PC Settings: Hover your mouse over the lower-right hot corner to display the Charms bar. Click the Settings icon. Click Change PC Settings. In the PC Settings screen, click the General category.

tip If you do not have any success refreshing Windows, you may need to reset it, which brings it back to a clean slate.


PC settings
Notifications
Search
Share
General
Privacy
Devices
Ease of Access
Sync your settings
HomeGroup
Windows Update
Language preferences
Get started
Get started
Restart now

Language

Add or change input methods, keyboard layouts, and languages.

Refresh your PC without affecting your files

If your PC isn't running well, you can refresh it without losing your photos, music, videos, and other personal files.

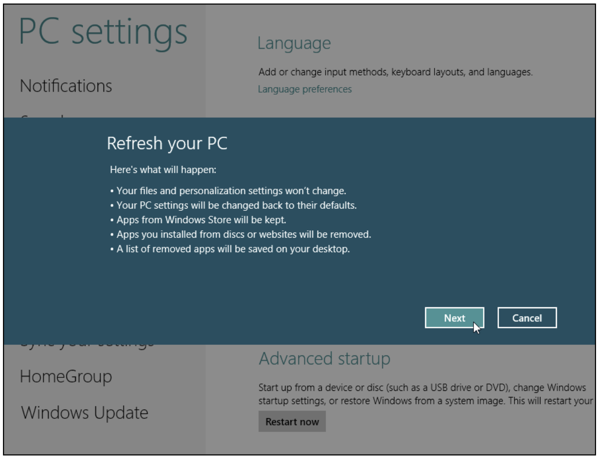
Remove everything and reinstall Windows

If you want to recycle your PC or start over completely, you can reset it to its factory settings.

Advanced startup

Start up from a device or disc (such as a USB drive or DVD), change Windows startup settings, or restore Windows from a system image. This will restart your PC.

2 Refresh your PC: Scroll down the right page of the General screen until you see the Refresh your PC without affecting your files option. Click Get started.

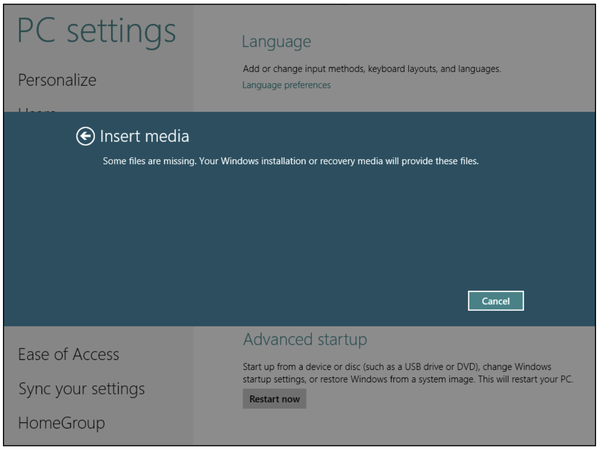

PC settings
Notifications
HomeGroup
Windows Update
Language
Language preferences
Advanced startup
Next
Cancel
Restart now

Refresh your PC

Here's what will happen:

- Your files and personalization settings won't change.
- Your PC settings will be changed back to their defaults.
- Apps from Windows Store will be kept.
- Apps you installed from discs or websites will be removed.
- A list of removed apps will be saved on your desktop.

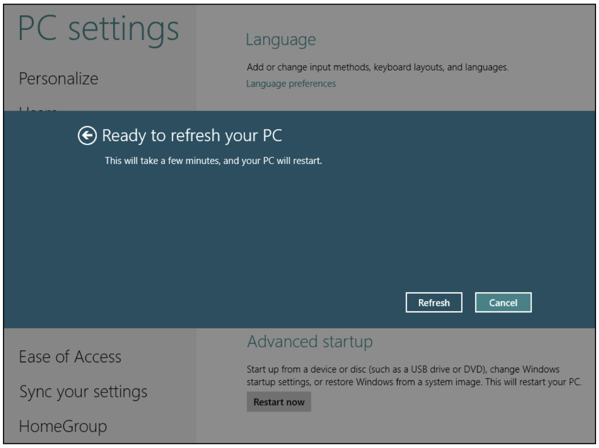
3 View PC refresh message: A Refresh your PC message appears explaining what will happen. Click Next.


PC settings
Personalize
Ease of Access
Sync your settings
HomeGroup
Language
Language preferences
Advanced startup
Cancel
Restart now

Insert media

Some files are missing. Your Windows installation or recovery media will provide these files.

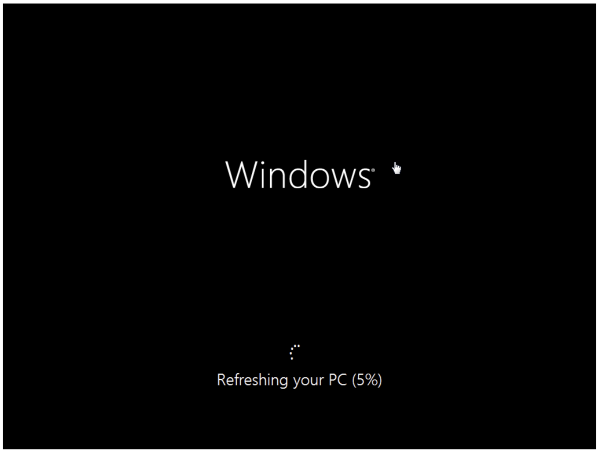
4 Wait: A message appears telling you that Windows is preparing. You may then see a message that says "Insert media: Some files are missing. Your Windows installation or recovery media will provide these files."


PC settings
Personalize
Ease of Access
Sync your settings
HomeGroup
Language
Language preferences
Advanced startup
Refresh
Cancel
Restart now

Ready to refresh your PC

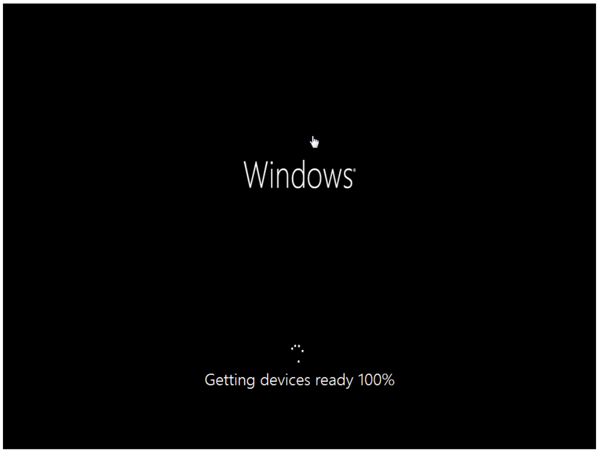
This will take a few minutes, and your PC will restart.

5 Insert media: Click Cancel in response to the Insert media message. Insert your Windows installation DVD. Wait a few seconds for the DVD to be read. Click Get started again. Click Next. This time a message appears that Windows is ready to refresh your PC. Click Refresh.


Windows

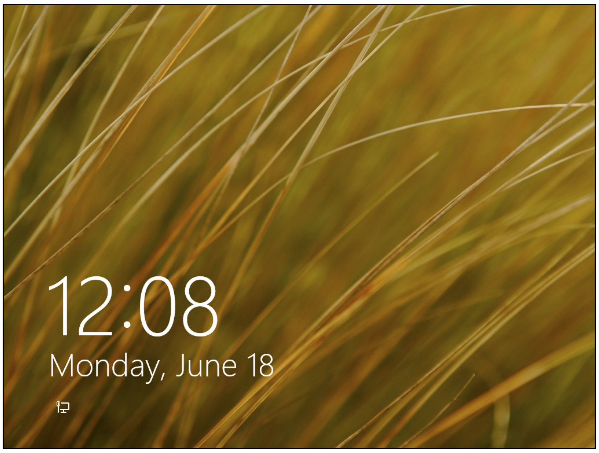
Refreshing your PC (5%)

6 Wait for refresh: Windows restarts your PC and displays a message that it is preparing to refresh your PC. A second message appears that Windows is refreshing your PC. A percentage shows the progress of the refresh.

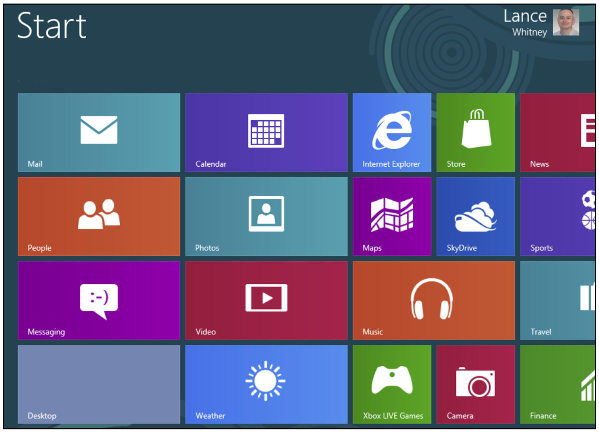

Windows

Getting devices ready 100%

7 Wait for reboot: After the refresh finishes, Windows reboots your PC. A Please Wait message appears followed by various messages that Windows is preparing, getting devices ready, and then getting the system ready.

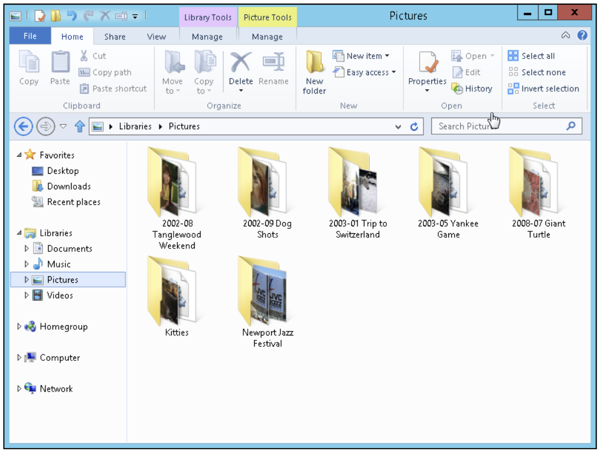

12:08
Monday, June 18

8 Log back in to Windows: Windows reboots your PC once more and brings you to the Lock screen. Press any key to get past the Lock screen and then log in to Windows.


Start
Lance
Whitney
Mail
Calendar
Internet Explorer
Store
News
People
Photos
Maps
SkyDrive
Sports
Messaging
Video
Music
Travel
Desktop
Weather
Xbox LIVE Games
Camera
Finance

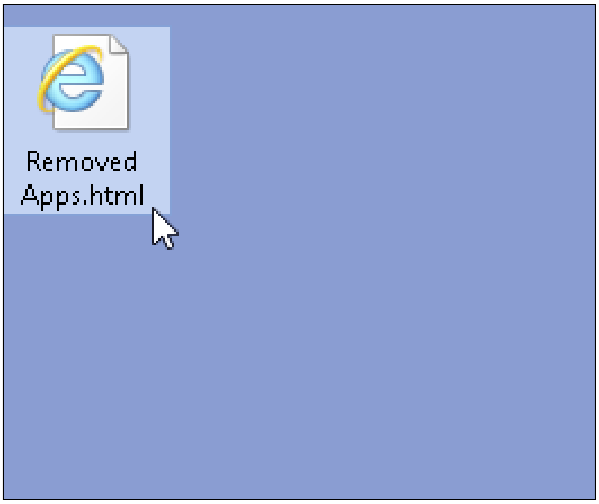
9 Check your apps and settings: You can now check Windows 8 to make sure that all your Windows 8 apps and customizations are intact.

tip You can retain all your desktop applications and PC settings by refreshing Windows from an image, explained in the next task.


Library Tools
Picture Tools
Pictures
File
Home
Share
View
Manage
Manage
Copy
Paste
Cut
Copy path
Paste shortcut
Clipboard
Move to
Copy to
Delete
Rename
Organize
New folder
New item
Easy access
New
Properties
Open
Edit
History
Open
Select all
Select none
Invert selection
Select
Libraries
Pictures
Search Pictures
Favorites
Desktop
Downloads
Recent places
Libraries
Documents
Music
Pictures
Videos
Homegroup
Computer
Network
2002-08 Tanglewood Weekend
2002-09 Dog Shots
2003-01 Trip to Switzerland
2003-05 Yankee Game
2008-07 Giant Turtle
Kitties
Newport Jazz Festival

10 Check your files: Open the desktop and view your personal folders to make sure that your documents, pictures, music, and other files are intact.

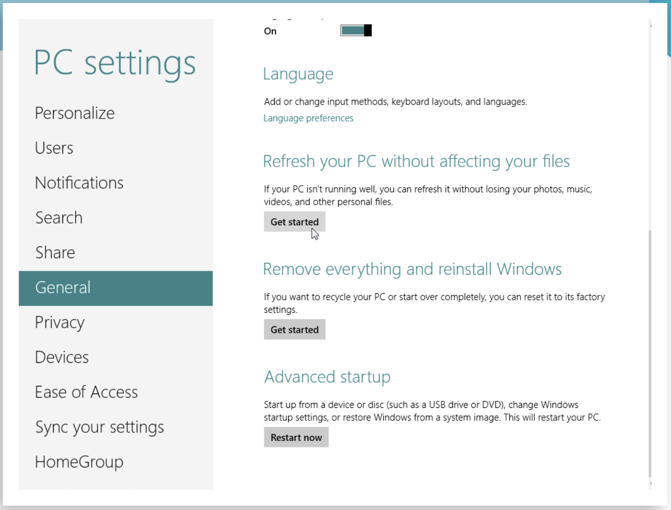
tip The refresh process can take quite a while, but just be patient. It may be a good time for a long coffee break.


Removed Apps.html

11 Check removed apps: From the desktop, double-click the RemovedApps.html file to view a list of any apps that have been removed. You will typically find that all the desktop apps that you installed have been removed.

tip If you receive Windows 8 with a new PC, be sure to create the installation or recovery media if a physical Windows disc is not included.

Refreshing Windows from an Image


On
PC settings
Personalize
Users
Notifications
Search
Share
General
Privacy
Devices
Ease of Access
Sync your settings
HomeGroup

Language

Add or change input methods, keyboard layouts, and languages.

Language preferences

Refresh your PC without affecting your files

If your PC isn't running well, you can refresh it without losing your photos, music, videos, and other personal files.

Get started

Remove everything and reinstall Windows

If you want to recycle your PC or start over completely, you can reset it to its factory settings.

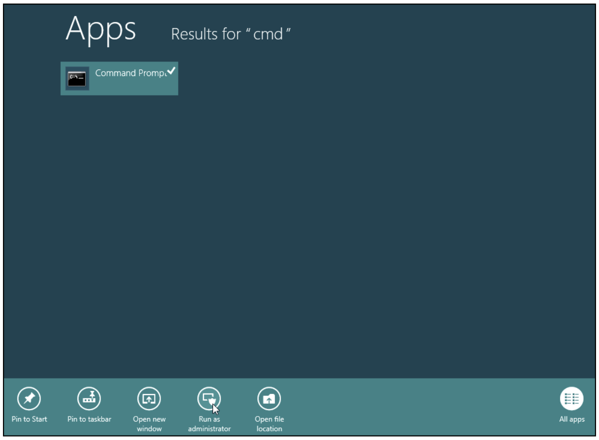
Get started

Advanced startup

Start up from a device or disc (such as a USB drive or DVD), change Windows startup settings, or restore Windows from a system image. This will restart your PC.

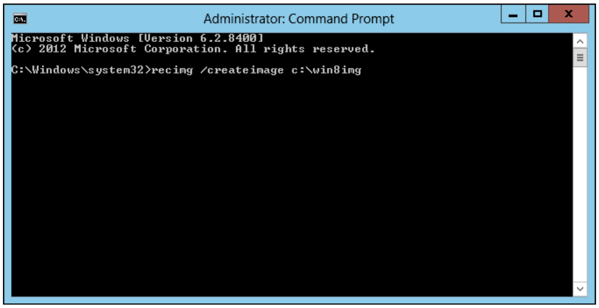
Restart now

Refreshing your PC is a new feature in Windows 8 that can help resolve system or application problems by restoring your PC to an earlier state. As such, it is an option you can use if Windows or certain applications are not running smoothly or properly. By default, refreshing your PC retains your Windows 8 apps and your files and documents. It also retains your personalization settings. It does not retain your desktop applications or your PC settings. However, by creating an image and refreshing your PC from that image, you can keep your desktop applications and other settings that would normally be lost. This task explains how to refresh your PC from an image.


Apps
Results for "cmd"
Command Promp.
Pin to Start
Pin to taskbar
Open new window
Run as administrator
Open file location
All apps

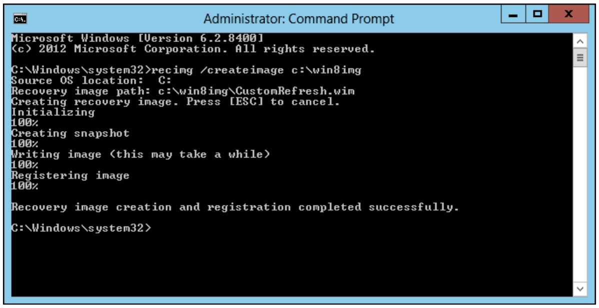
1 Open command prompt: From the Start screen, type **cmd**. The search results display a Command Prompt tile. Right-click the tile and select Run as administrator from the app bar. Click Yes if a User Account Control dialog box asks if you want to allow the following program to make changes to this computer. A command prompt window opens.

tip The image creation process creates a file called CustomRefresh.wim.



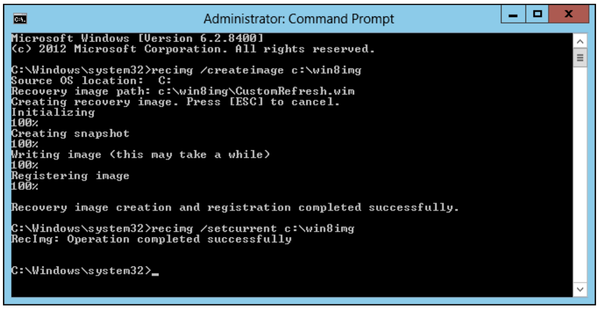
```
Microsoft Windows [Version 6.2.8400]
(c) 2012 Microsoft Corporation. All rights reserved.

C:\Windows\system32>recimg /createimage c:\win8img
```

2 Run image command: At the command prompt, type the following string: **recimg /createimage c:\win8img**. For this example, c:\win8img is used as the path and filename for the image file. But you can pick a name other than win8img.



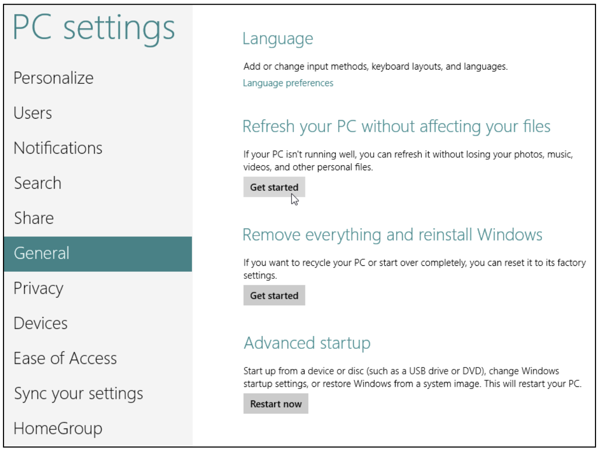
```
Microsoft Windows [Version 6.2.8400]
(c) 2012 Microsoft Corporation. All rights reserved.

C:\Windows\system32>recimg /createimage c:\win8img
Source OS location:  C:
Recovery image path: c:\win8img\CustomRefresh.wim
Creating recovery image. Press [ESC] to cancel.
Initializing
100%
Creating snapshot
100%
Writing image (this may take a while)
100%
Registering image
100%

Recovery image creation and registration completed successfully.

C:\Windows\system32>
```

3 View process: On-screen messages appear that Windows is creating the recovery image, creating the snapshot, and then writing the image. The step of writing the image may take a while depending on the size of your Windows 8 environment. After the process is complete, a message appears that says "Recovery image creation and registration completed successfully."



```
Microsoft Windows [Version 6.2.8400]
(c) 2012 Microsoft Corporation. All rights reserved.

C:\Windows\system32>recimg /createimage c:\win8img
Source OS location:  C:
Recovery image path: c:\win8img\CustomRefresh.wim
Creating recovery image. Press [ESC] to cancel.
Initializing
100%
Creating snapshot
100%
Writing image (this may take a while)
100%
Registering image
100%

Recovery image creation and registration completed successfully.

C:\Windows\system32>recimg /setcurrent c:\win8img
RecImg: Operation completed successfully

C:\Windows\system32>_
```

4 Set image as active default: At the command prompt, type the following string: **recimg /setcurrent c:\win8img**. A message appears that says "Operation completed successfully." Your image is now set as the active and default image. Type exit to close the command prompt.



Language

Add or change input methods, keyboard layouts, and languages.

Language preferences

Refresh your PC without affecting your files

If your PC isn't running well, you can refresh it without losing your photos, music, videos, and other personal files.

Remove everything and reinstall Windows

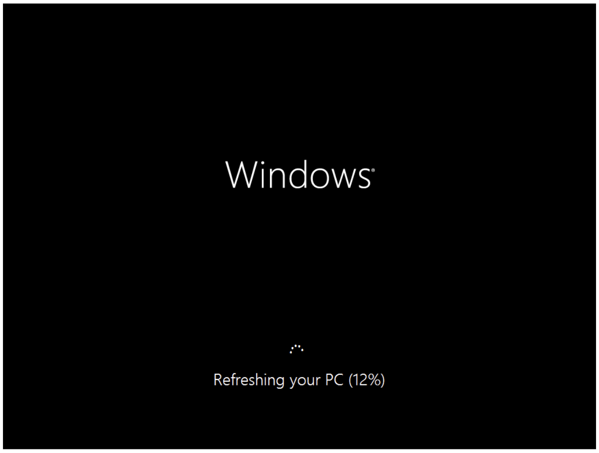
If you want to recycle your PC or start over completely, you can reset it to its factory settings.

Advanced startup

Start up from a device or disc (such as a USB drive or DVD), change Windows startup settings, or restore Windows from a system image. This will restart your PC.

5 Refresh your PC from the image: At some point, Windows may stop working properly, and you want to refresh it from a recent image. To refresh your PC, hover your mouse over the lower-right hot corner to display the Charms bar. Click the Settings icon. Click Change PC Settings. In the PC Settings screen, click the General category. Scroll down the right page of the General screen until you see the Refresh your PC without affecting your files option.

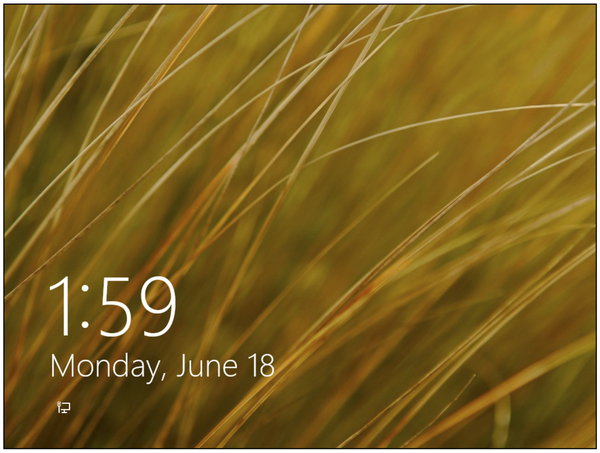
tip Back up the CustomRefresh.wim file to a USB drive or network location in case the original gets lost.


Windows

Refreshing your PC (12%)

6 Get started: Click Get started. Click Next. A message appears that Windows is ready to refresh your PC. Click Refresh. Windows 8 automatically refreshes your PC from the image that you set as the current one. Windows restarts. A message appears that Windows is preparing to refresh and then refreshing your PC, accompanied by a percentage showing the status of the refresh.

tip You should periodically create a new image to make sure it holds the latest changes to Windows and your desktop applications.

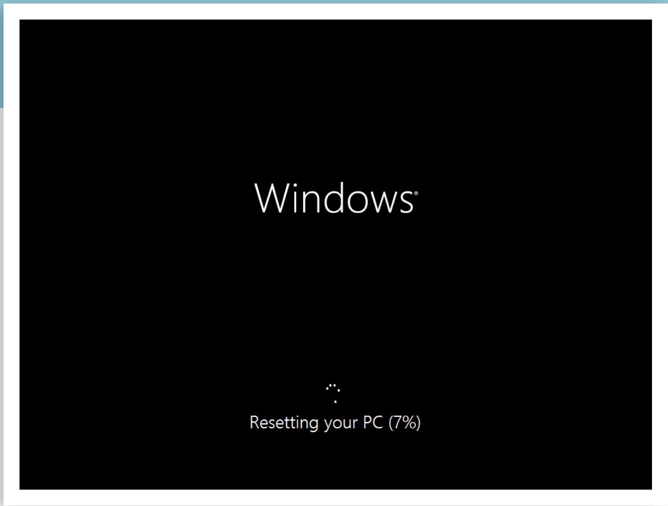


7 Log back in to Windows: Windows reboots your PC once more and brings you to the Lock screen. Press any key to get past the Lock screen and then log in to Windows.

tip Remember to run the /setcurrent command for each new image that you create.

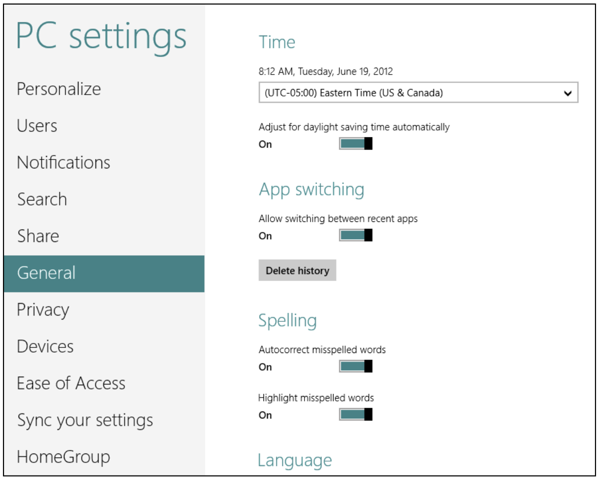
Resetting Windows

Resetting Windows is a process that essentially brings it back to a clean slate, just as it was when it was first installed. You may want to reset your PC if you are experiencing severe system problems and refreshing your PC does not help. You may want to run a reset if Windows 8 is running slowly or improperly and you just want to start from scratch. You might also decide to run a reset if you plan to give your computer to someone else and you want to remove all traces of your files, applications, and personal settings. This task explains how to reset your PC.



Windows

Resetting your PC (7%)


PC settings
Personalize
Users
Notifications
Search
Share
General
Privacy
Devices
Ease of Access
Sync your settings
HomeGroup

Time

8:12 AM, Tuesday, June 19, 2012

(UTC-05:00) Eastern Time (US & Canada)

Adjust for daylight saving time automatically
On

App switching

Allow switching between recent apps
On

Delete history

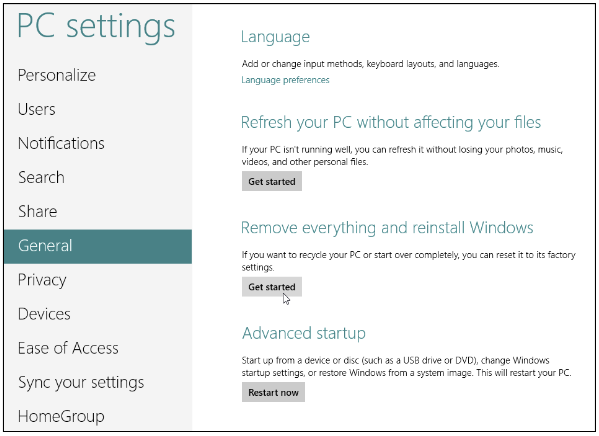
Spelling

Autocorrect misspelled words
On

Highlight misspelled words
On

Language

1 Open PC Settings: Hover your mouse over the lower-right hot corner to display the Charms bar. Click the Settings icon. Click Change PC Settings. In the PC Settings screen, click the General category.


PC settings
Personalize
Users
Notifications
Search
Share
General
Privacy
Devices
Ease of Access
Sync your settings
HomeGroup

Language

Add or change input methods, keyboard layouts, and languages.

Language preferences

Refresh your PC without affecting your files

If your PC isn't running well, you can refresh it without losing your photos, music, videos, and other personal files.

Get started

Remove everything and reinstall Windows

If you want to recycle your PC or start over completely, you can reset it to its factory settings.

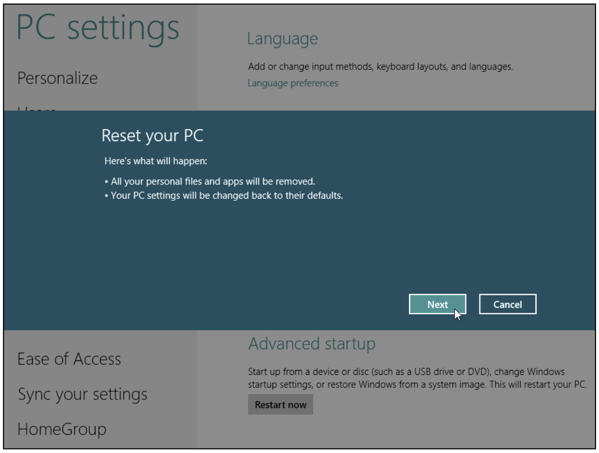
Get started

Advanced startup

Start up from a device or disc (such as a USB drive or DVD), change Windows startup settings, or restore Windows from a system image. This will restart your PC.

Restart now

2 Reset your PC: Scroll down the right page of the General screen until you see the Remove everything and reinstall Windows option. Click Get started.

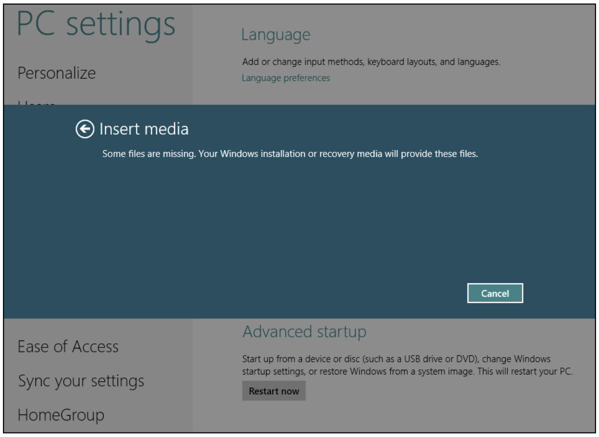

PC settings
Personalize
Language
Add or change input methods, keyboard layouts, and languages.
Language preferences
Next
Cancel
Ease of Access
Sync your settings
HomeGroup
Advanced startup
Start up from a device or disc (such as a USB drive or DVD), change Windows startup settings, or restore Windows from a system image. This will restart your PC.
Restart now

Reset your PC

Here's what will happen:

- All your personal files and apps will be removed.
- Your PC settings will be changed back to their defaults.

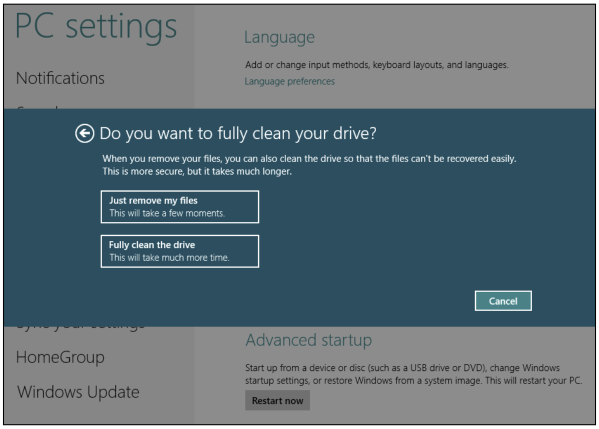
3 View PC reset message: A Reset your PC message appears explaining what will happen. Click Next.


PC settings
Personalize
Language
Add or change input methods, keyboard layouts, and languages.
Language preferences
Cancel
Ease of Access
Sync your settings
HomeGroup
Advanced startup
Start up from a device or disc (such as a USB drive or DVD), change Windows startup settings, or restore Windows from a system image. This will restart your PC.
Restart now

Insert media

Some files are missing. Your Windows installation or recovery media will provide these files.

4 Insert media: A message may appear that some files are missing. Your Windows installation or recovery media will provide these files. If you do not have a recovery disc, then insert your Windows 8 installation disc.


PC settings
Notifications
Language
Add or change input methods, keyboard layouts, and languages.
Language preferences
Cancel
HomeGroup
Windows Update
Advanced startup
Start up from a device or disc (such as a USB drive or DVD), change Windows startup settings, or restore Windows from a system image. This will restart your PC.
Restart now

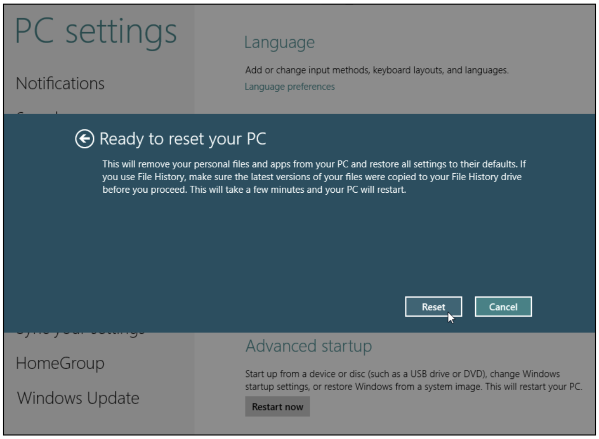
Do you want to fully clean your drive?

When you remove your files, you can also clean the drive so that the files can't be recovered easily. This is more secure, but it takes much longer.

Just remove my files
This will take a few moments.

Fully clean the drive
This will take much more time.

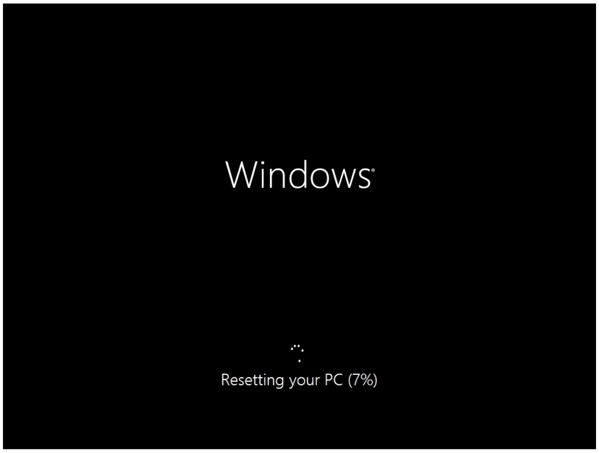
5 Choose to remove files or clean drive: A message then appears asking if you want to just remove your files or clean your drive. If you plan to continue to use Windows, select the Just remove my files option. If you plan to give the PC to someone else, select the Fully clean the drive option to make sure your files cannot easily be recovered.

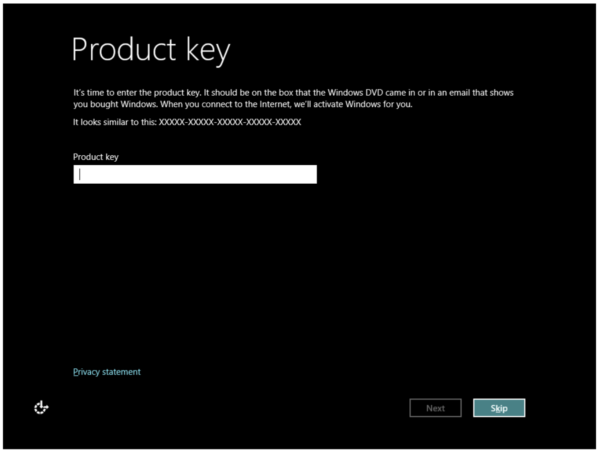

PC settings
Notifications
Language
Add or change input methods, keyboard layouts, and languages.
Language preferences
Reset
Cancel
HomeGroup
Windows Update
Advanced startup
Start up from a device or disc (such as a USB drive or DVD), change Windows startup settings, or restore Windows from a system image. This will restart your PC.
Restart now

Ready to reset your PC

This will remove your personal files and apps from your PC and restore all settings to their defaults. If you use File History, make sure the latest versions of your files were copied to your File History drive before you proceed. This will take a few minutes and your PC will restart.

6 Choose to reset your PC: A message appears that Windows will remove your personal files and apps and restore all settings to their defaults. Click Reset.



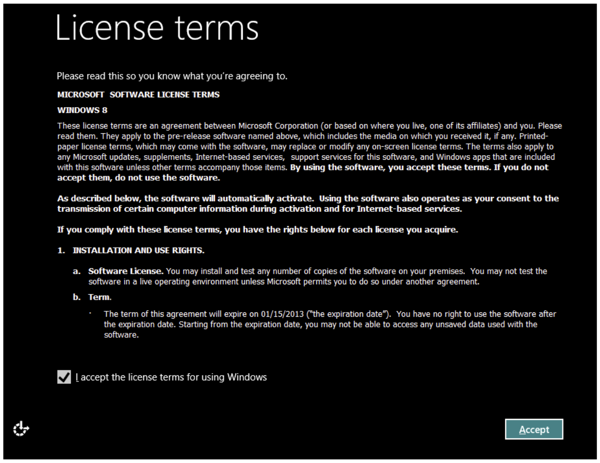


It's time to enter the product key. It should be on the box that the Windows DVD came in or in an email that shows you bought Windows. When you connect to the Internet, we'll activate Windows for you.

It looks similar to this: XXXXX-XXXXX-XXXXX-XXXXX-XXXXX

7 Wait for reset: A message appears that Windows is restarting and then preparing your PC. A message then appears that Windows is resetting itself, accompanied by a percentage showing the status of the reset.

8 Enter product key: After the reset has completed, Windows reboots your computer, gets the devices and system ready, and then reboots once more. After the second reboot, Windows prompts you to enter the product key. Type your Windows product key and then click Next.



Please read this so you know what you're agreeing to.

MICROSOFT SOFTWARE LICENSE TERMS

WINDOWS 8

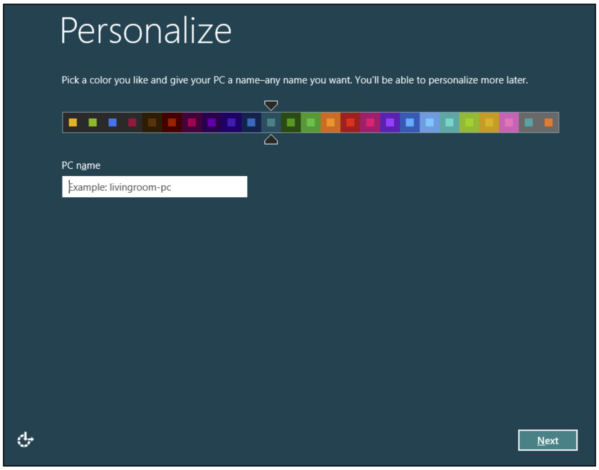
These license terms are an agreement between Microsoft Corporation (or based on where you live, one of its affiliates) and you. Please read them. They apply to the pre-release software named above, which includes the media on which you received it, if any. Printed-paper license terms, which may come with the software, may replace or modify any on-screen license terms. The terms also apply to any Microsoft updates, supplements, Internet-based services, support services for this software, and Windows apps that are included with this software unless other terms accompany those items. **By using the software, you accept these terms. If you do not accept them, do not use the software.**

As described below, the software will automatically activate. Using the software also operates as your consent to the transmission of certain computer information during activation and for Internet-based services.

If you comply with these license terms, you have the rights below for each license you acquire.

1. **INSTALLATION AND USE RIGHTS.**
   a. **Software License.** You may install and test any number of copies of the software on your premises. You may not test the software in a live operating environment unless Microsoft permits you to do so under another agreement.
   b. **Term.**
      - The term of this agreement will expire on 01/15/2013 ("the expiration date"). You have no right to use the software after the expiration date. Starting from the expiration date, you may not be able to access any unsaved data used with the software.

☑ I accept the license terms for using Windows



Pick a color you like and give your PC a name–any name you want. You'll be able to personalize more later.

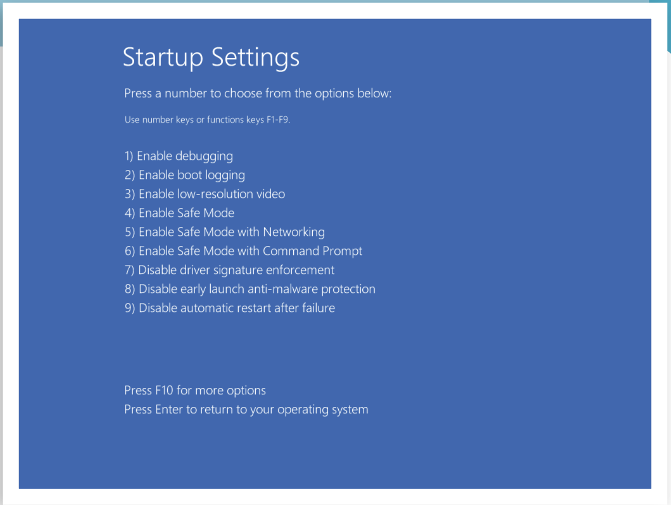
PC name: Example: livingroom-pc

9 Accept license terms: Select the check box to accept the license terms for using Windows, and then click Accept.

10 Personalize Windows: Complete the personalization process to set up Windows per your preferences and account.

tip If you receive Windows 8 with a new PC, be sure to create the installation or recovery media if a physical Windows disc is not included.

Booting into Safe Mode



Startup Settings

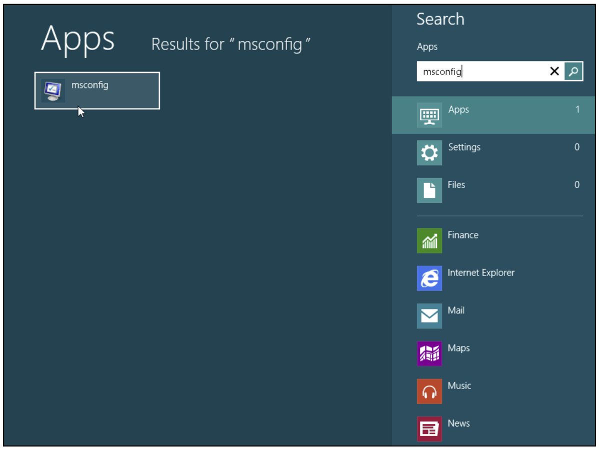
Press a number to choose from the options below:

Use number keys or functions keys F1-F9.

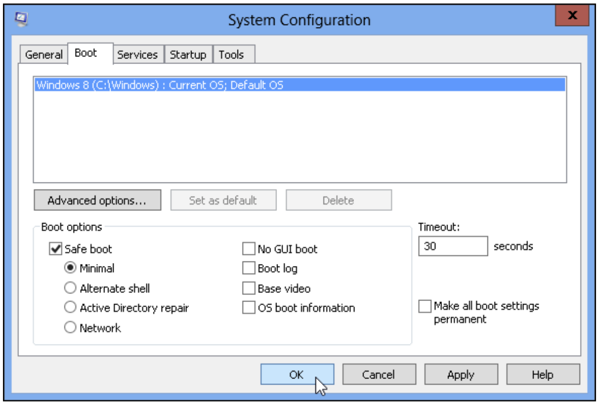
1) Enable debugging
2) Enable boot logging
3) Enable low-resolution video
4) Enable Safe Mode
5) Enable Safe Mode with Networking
6) Enable Safe Mode with Command Prompt
7) Disable driver signature enforcement
8) Disable early launch anti-malware protection
9) Disable automatic restart after failure

Press F10 for more options
Press Enter to return to your operating system

Windows may sometimes be unable to load properly due to a problem with a system file or driver. The problem could be related to the video configuration, the network configuration, or other factors. One way to load Windows in the face of bootup issues is to launch it in Safe Mode. Safe Mode lets Windows boot up in a minimal configuration by bypassing certain drivers that may be causing errors. Booting into Safe Mode is one way to help you narrow down a specific problem. You can boot into Safe Mode in Windows 8 through the traditional System Configuration tool or through the new Advanced Boot Options menu. This task explains how to boot into Safe Mode both ways.



1 Launch the System Configuration tool: From the Start screen, type **msconfig.** Click msconfig from the search results on the left pane.

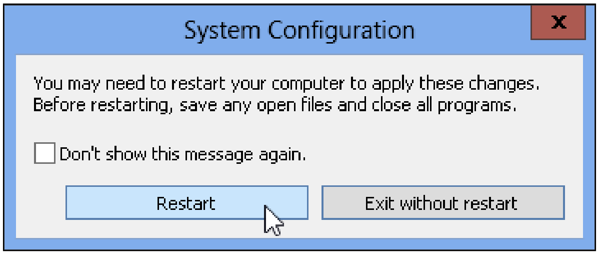

System Configuration
General
Boot
Services
Startup
Tools
Advanced options...
Set as default
Delete
OK
Cancel
Apply
Help

Windows 8 (C:\Windows) : Current OS; Default OS

Boot options
☑ Safe boot
● Minimal
○ Alternate shell
○ Active Directory repair
○ Network
☐ No GUI boot
☐ Boot log
☐ Base video
☐ OS boot information

Timeout: 30 seconds
☐ Make all boot settings permanent

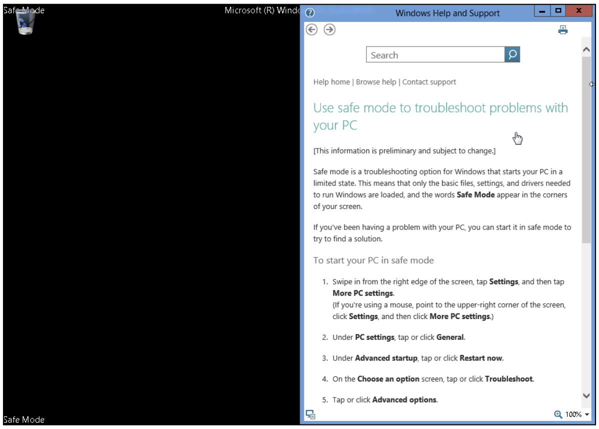
2 Change to Safe boot: From the System Configuration tool, click the Boot tab. Select the Safe boot check box. If you want to see if you can connect to the Internet or your local network, select the Network radio button. Otherwise, leave the Minimal radio button selected. Click OK.


System Configuration
Restart
Exit without restart

You may need to restart your computer to apply these changes.
Before restarting, save any open files and close all programs.

☐ Don't show this message again.

3 Restart PC: Windows asks if you want to Restart or Exit without Restart. Click Restart.


Safe Mode
Microsoft (R) Windo
Safe Mode
Windows Help and Support
Search
Help home | Browse help | Contact support
100%

Use safe mode to troubleshoot problems with your PC

[This information is preliminary and subject to change.]

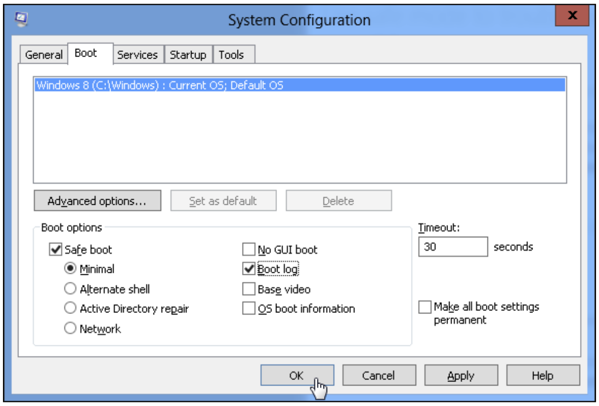
Safe mode is a troubleshooting option for Windows that starts your PC in a limited state. This means that only the basic files, settings, and drivers needed to run Windows are loaded, and the words **Safe Mode** appear in the corners of your screen.

If you've been having a problem with your PC, you can start it in safe mode to try to find a solution.

To start your PC in safe mode

1. Swipe in from the right edge of the screen, tap **Settings**, and then tap **More PC settings**.
   (If you're using a mouse, point to the upper-right corner of the screen, click **Settings**, and then click **More PC settings**.)
2. Under **PC settings**, tap or click **General**.
3. Under **Advanced startup**, tap or click **Restart now**.
4. On the **Choose an option** screen, tap or click **Troubleshoot**.
5. Tap or click **Advanced options**.

4 Boot into Safe Mode: First see if Windows boots up successfully in Safe Mode. If so, log back into Windows. A minimal environment of Windows appears and loads the desktop. A Windows Help window displays information on using Safe Mode to troubleshoot problems with your PC.

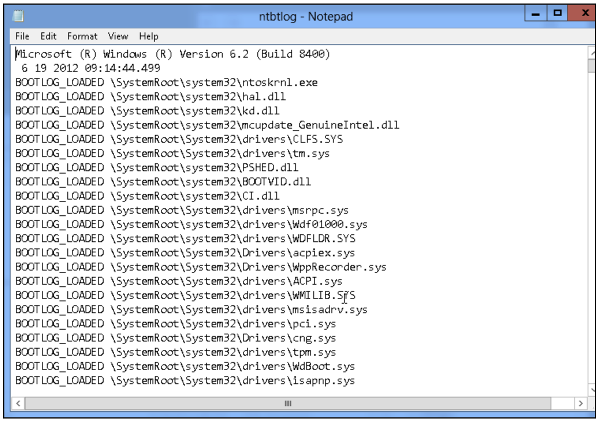

System Configuration
General
Boot
Services
Startup
Tools
Advanced options...
Set as default
Delete
OK
Cancel
Apply
Help

Windows 8 (C:\Windows) : Current OS; Default OS

Boot options
☑ Safe boot
● Minimal
○ Alternate shell
○ Active Directory repair
○ Network
☐ No GUI boot
☑ Boot log
☐ Base video
☐ OS boot information

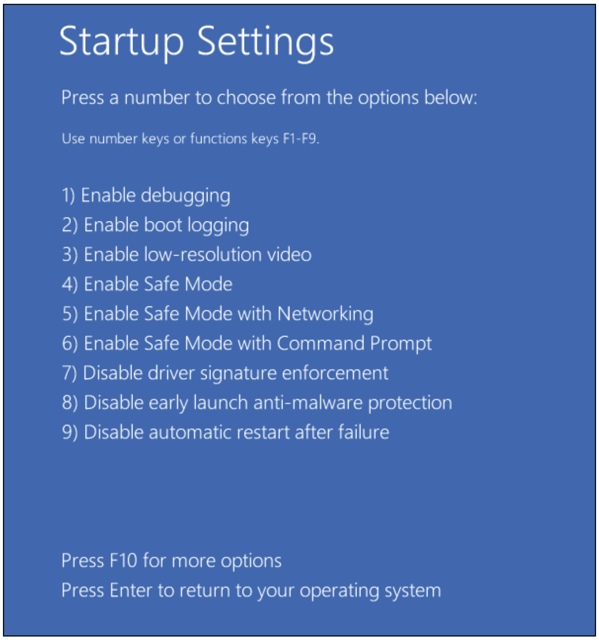
Timeout: 30 seconds
☐ Make all boot settings permanent

5 Capture a boot log: If you cannot detect the specific problem with your PC, you can enable a boot log to capture bootup information. Open the System Configuration tool again by typing and selecting **msconfig** at the Start screen. Click the Boot tab. Select the Boot log check box. Click OK. Windows asks if you want to Restart or Exit without Restart. Click Restart.



```
Microsoft (R) Windows (R) Version 6.2 (Build 8400)
 6 19 2012 09:14:44.499
BOOTLOG_LOADED \SystemRoot\system32\ntoskrnl.exe
BOOTLOG_LOADED \SystemRoot\system32\hal.dll
BOOTLOG_LOADED \SystemRoot\system32\kd.dll
BOOTLOG_LOADED \SystemRoot\system32\mcupdate_GenuineIntel.dll
BOOTLOG_LOADED \SystemRoot\System32\drivers\CLFS.SYS
BOOTLOG_LOADED \SystemRoot\System32\drivers\tm.sys
BOOTLOG_LOADED \SystemRoot\system32\PSHED.dll
BOOTLOG_LOADED \SystemRoot\system32\BOOTVID.dll
BOOTLOG_LOADED \SystemRoot\system32\CI.dll
BOOTLOG_LOADED \SystemRoot\System32\drivers\msrpc.sys
BOOTLOG_LOADED \SystemRoot\system32\drivers\Wdf01000.sys
BOOTLOG_LOADED \SystemRoot\system32\drivers\WDFLDR.SYS
BOOTLOG_LOADED \SystemRoot\System32\Drivers\acpiex.sys
BOOTLOG_LOADED \SystemRoot\System32\Drivers\WppRecorder.sys
BOOTLOG_LOADED \SystemRoot\System32\drivers\ACPI.sys
BOOTLOG_LOADED \SystemRoot\System32\drivers\WMILIB.SYS
BOOTLOG_LOADED \SystemRoot\System32\drivers\msisadrv.sys
BOOTLOG_LOADED \SystemRoot\System32\drivers\pci.sys
BOOTLOG_LOADED \SystemRoot\System32\Drivers\cng.sys
BOOTLOG_LOADED \SystemRoot\system32\drivers\tpm.sys
BOOTLOG_LOADED \SystemRoot\system32\drivers\WdBoot.sys
BOOTLOG_LOADED \SystemRoot\System32\drivers\isapnp.sys
```

6 Check boot log: Log back in to Windows. Open the desktop and launch File Explorer. Navigate to the c:\Windows folder. Look for and open a file called ntbtlog.txt. This file shows all the Windows system files and drivers that are loading and not loading under Safe Mode.



Startup Settings

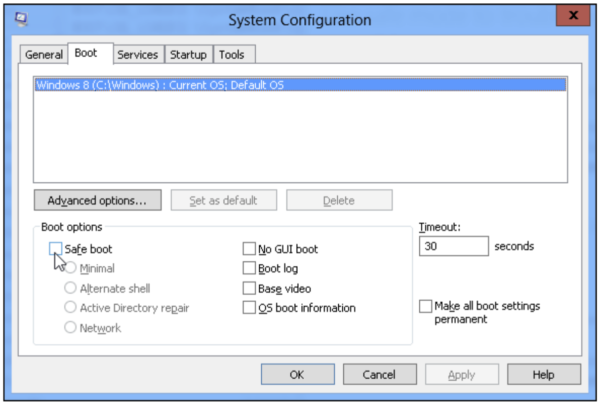
Press a number to choose from the options below:

Use number keys or functions keys F1-F9.

1) Enable debugging
2) Enable boot logging
3) Enable low-resolution video
4) Enable Safe Mode
5) Enable Safe Mode with Networking
6) Enable Safe Mode with Command Prompt
7) Disable driver signature enforcement
8) Disable early launch anti-malware protection
9) Disable automatic restart after failure

Press F10 for more options
Press Enter to return to your operating system

8 Reboot into Safe Mode from Options menu: You can also boot into Safe Mode from the Advanced Boot Options menu. Open the Charms bar by holding down the Windows key and pressing C. Click the Settings charm, select PC settings, and then select General. Scroll to Advanced startup and click Restart now to load the options menu. Click the Troubleshoot option. Select Advanced options and then select Startup Settings. Click Restart. Windows reboots. Select the Safe Mode setting you wish to use.



Windows 8 (C:\Windows) : Current OS; Default OS

Boot options
☐ Safe boot
○ Minimal
○ Alternate shell
○ Active Directory repair
○ Network
☐ No GUI boot
☐ Boot log
☐ Base video
☐ OS boot information

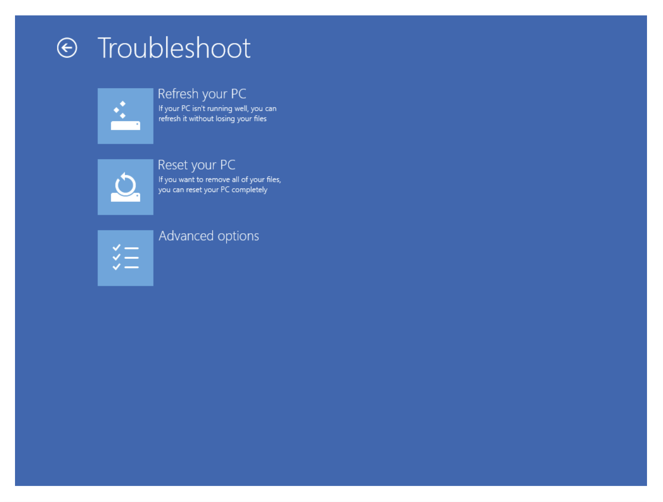
Timeout: 30 seconds

☐ Make all boot settings permanent

7 Turn off Safe boot: At the Start screen, type **msconfig**. Click msconfig from the search results on the left page. From the System Configuration tool, click the Boot tab. Deselect the Boot log and Safe boot check boxes. Click OK. Restart Windows.

tip Choosing Safe Mode with Command Prompt lets you run specific commands. Type help at the command prompt to see a list of all commands.

Booting into the Options Menu



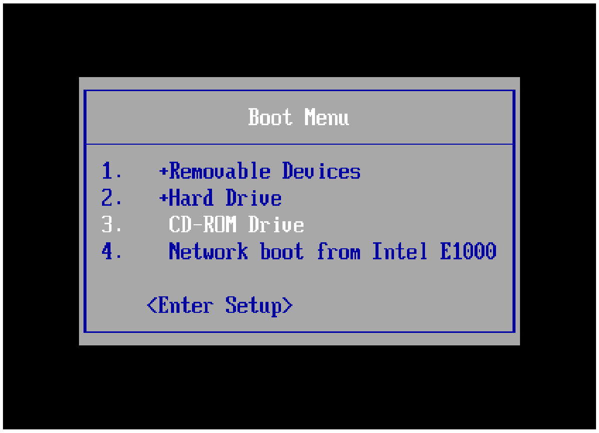
Troubleshoot

Refresh your PC
If your PC isn't running well, you can refresh it without losing your files

Reset your PC
If you want to remove all of your files, you can reset your PC completely

Advanced options

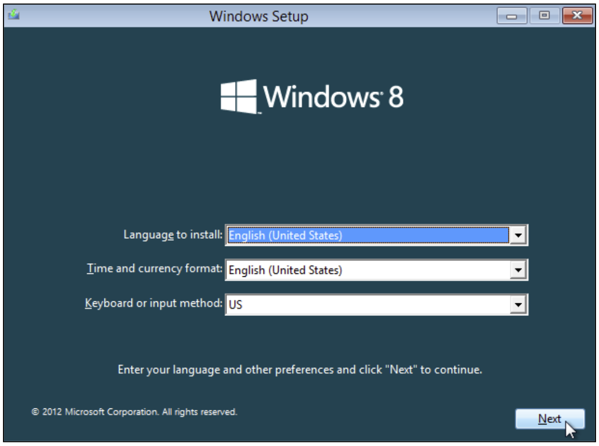
Windows 8 offers an Advanced Boot Options menu that provides options to refresh or reset your PC or perform more advanced tasks, such as restoring Windows from a restore point or system image, running an automatic repair of Windows, booting into a command prompt, and changing the start-up behavior of Windows. You can boot into this menu from the General section in the PC settings screen. But if Windows will not boot up due to a system or driver problem, how can you access the Advanced Boot Options menu? By using your Windows installation media and running a repair, you can access the options menu directly. This task explains how to boot into the Advanced Boot Options menu.



```
                Boot Menu

1.   +Removable Devices
2.   +Hard Drive
3.    CD-ROM Drive
4.    Network boot from Intel E1000

    <Enter Setup>
```

1 Boot from Windows installation media: Start your computer. Press the key to change the order of your boot devices. This key varies from PC to PC but may be Esc or F12, for example. Insert your Windows 8 installation disc into your CD/DVD drive. Choose the option to boot from CD-ROM/DVD drive. Press any key to boot from your CD or DVD.

tip If Windows cannot boot, you sometimes may have to try several recovery options.


Windows Setup
Windows 8
Next

Language to install: English (United States)

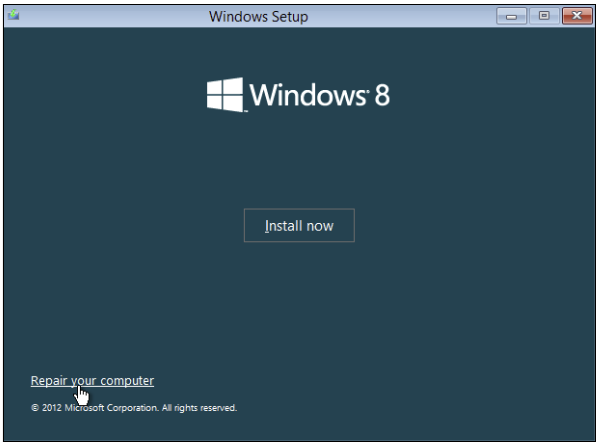
Time and currency format: English (United States)

Keyboard or input method: US

Enter your language and other preferences and click "Next" to continue.

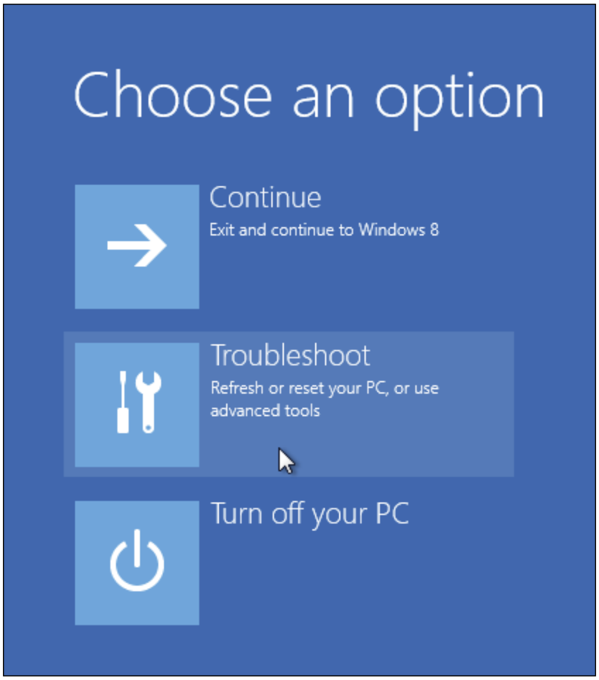
© 2012 Microsoft Corporation. All rights reserved.

2 Accept default options: Windows displays the setup screen. Click Next to accept the default options and move to the next screen.

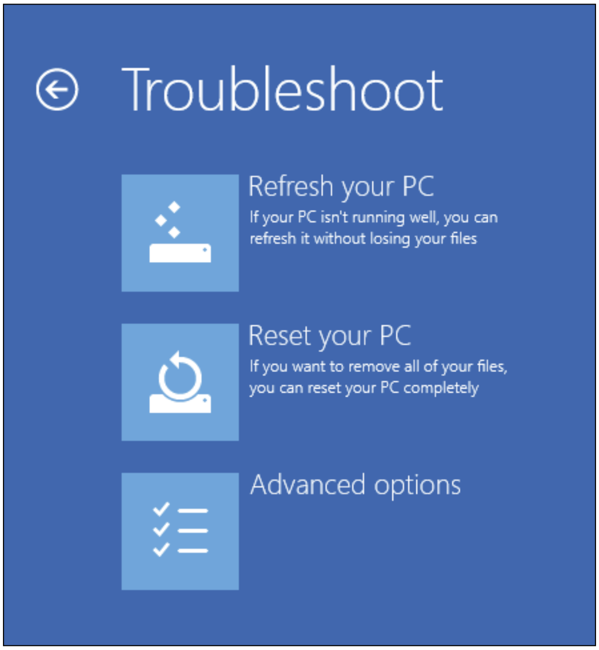

Windows Setup
Windows 8
Install now
Repair your computer

© 2012 Microsoft Corporation. All rights reserved.

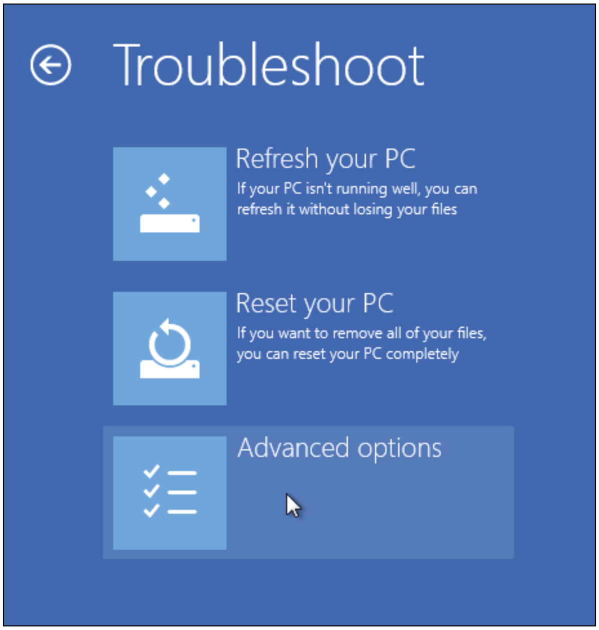
3 Choose Repair option: At the next Windows Setup screen, click the Repair your computer link.


Choose an option
Continue
Exit and continue to Windows 8
Troubleshoot
Refresh or reset your PC, or use advanced tools
Turn off your PC

4 Choose option: Windows displays the Advanced Boot Options menu. Click Troubleshoot.


Troubleshoot
Refresh your PC
If your PC isn't running well, you can refresh it without losing your files
Reset your PC
If you want to remove all of your files, you can reset your PC completely
Advanced options

5 Try a refresh: From this menu, you can first try to refresh your PC.



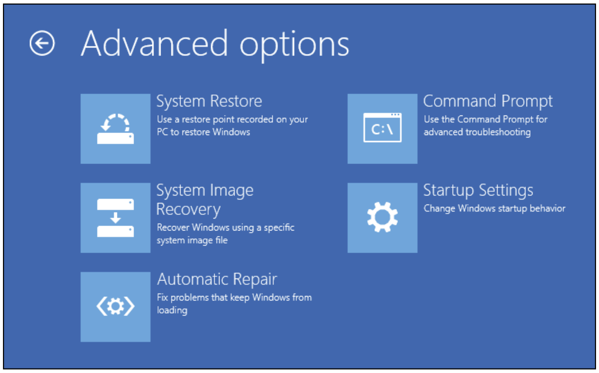
Troubleshoot

Refresh your PC
If your PC isn't running well, you can refresh it without losing your files

Reset your PC
If you want to remove all of your files, you can reset your PC completely

Advanced options

6 Try advanced options: If you are unable to refresh your PC, click Advanced options.



Advanced options

System Restore
Use a restore point recorded on your PC to restore Windows

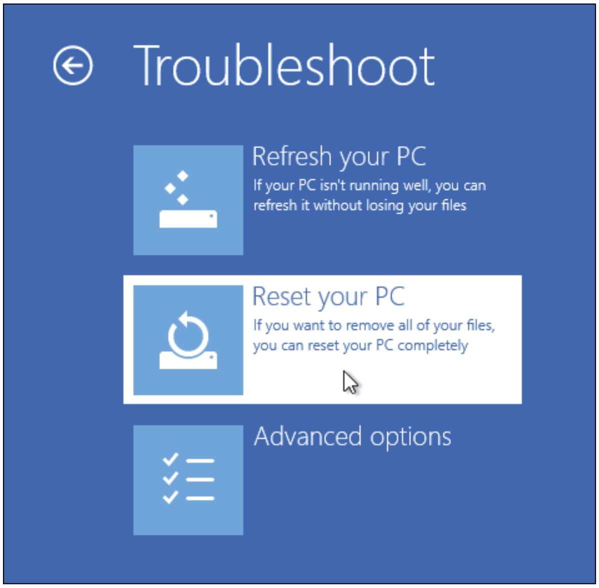
Command Prompt
Use the Command Prompt for advanced troubleshooting

System Image Recovery
Recover Windows using a specific system image file

Startup Settings
Change Windows startup behavior

Automatic Repair
Fix problems that keep Windows from loading

7 Choose an advanced option: From the Advanced options menu, you can attempt a system restore, system image recovery, or an automatic repair.



Troubleshoot

Refresh your PC
If your PC isn't running well, you can refresh it without losing your files

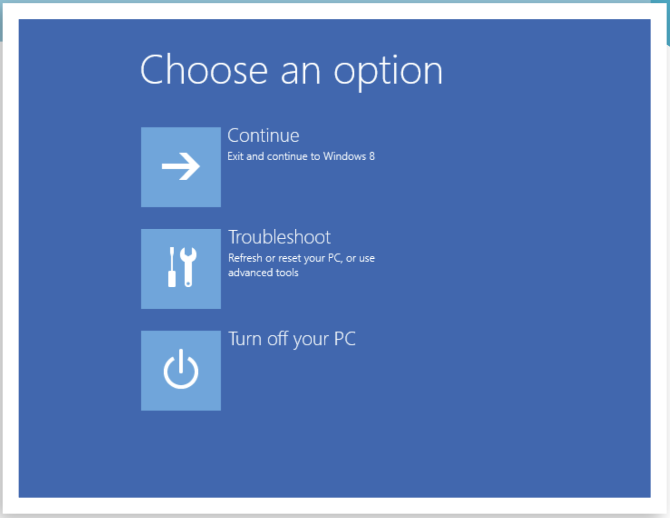
Reset your PC
If you want to remove all of your files, you can reset your PC completely

Advanced options

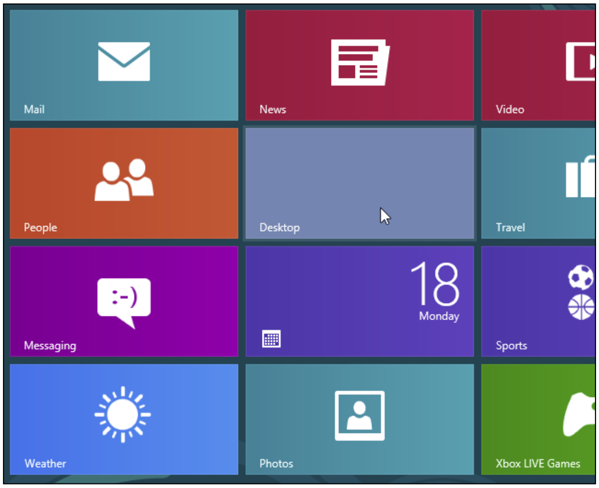
8 Try a reset: If none of those options works, boot back into the Options menu if it is not loaded. Select the Reset your PC option to try to reset your computer to a clean state.

tip Resetting your PC should be the final option but one that should be able to restore Windows to a bootable state.

Creating a Tile for the Options Menu

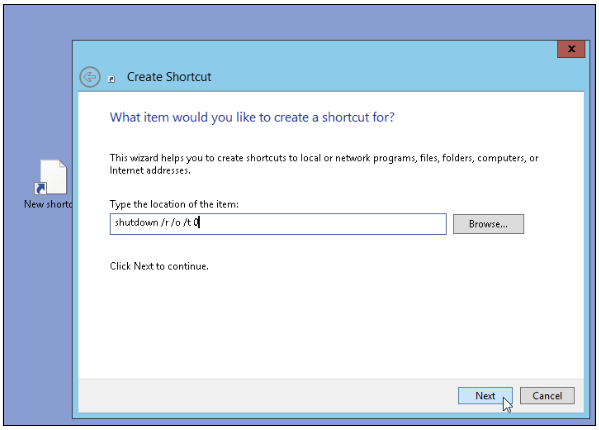

Choose an option
Continue
Exit and continue to Windows 8
Troubleshoot
Refresh or reset your PC, or use advanced tools
Turn off your PC

Windows 8 offers an Advanced Boot Options menu accessible upon reboot. This menu provides options to refresh or reset your PC or perform more advanced tasks, such as restoring Windows from a restore point or system image, running an automatic repair of Windows, booting into a command prompt, and changing the start-up behavior of Windows. You can boot into this menu from the General section in the PC settings screen. But a quicker option is to create a Start screen tile to reboot Windows directly into the menu. This task explains how to create a Start screen tile to launch the Advanced Boot Options menu.


Mail
News
Video
People
Desktop
Travel
Messaging
18
Monday
Sports
Weather
Photos
Xbox LIVE Games

1 Access the desktop: Launch the desktop from its Start screen tile.

tip You can run your new Restart to Options menu command either from its Start screen tile or from its desktop shortcut.


New shortc
Create Shortcut
Browse...
Next
Cancel

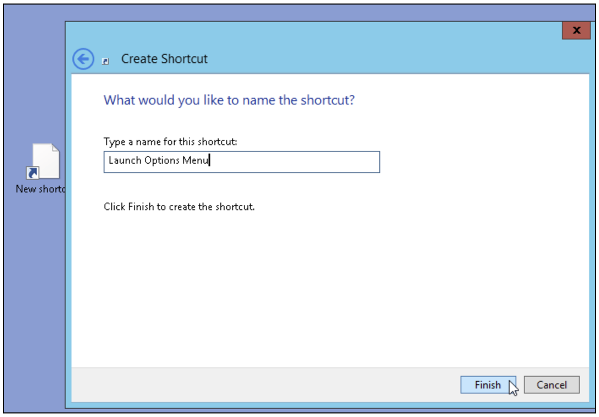
What item would you like to create a shortcut for?

This wizard helps you to create shortcuts to local or network programs, files, folders, computers, or Internet addresses.

Type the location of the item: shutdown /r /o /t 0

Click Next to continue.

2 Create shortcut: Right-click the desktop. Select New from the pop-up menu and then select Shortcut. Type **shutdown /r /o /t 0** in the Type the location of the item field. Click Next.

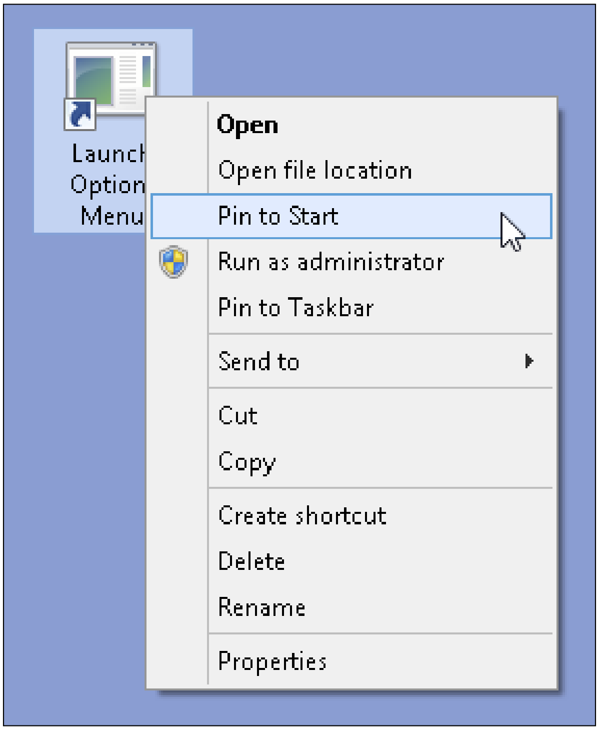

New shortc
Create Shortcut
Finish
Cancel

What would you like to name the shortcut?

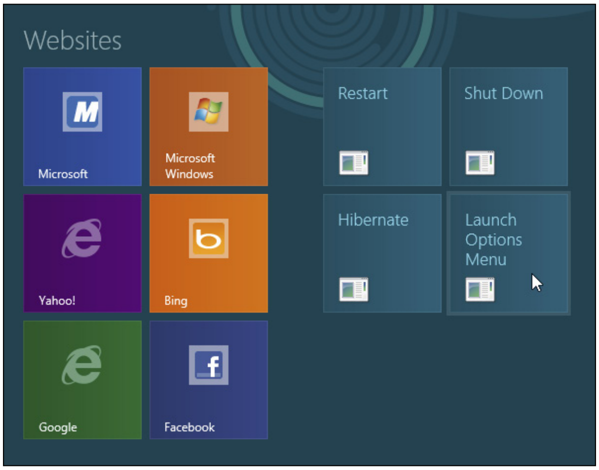
Type a name for this shortcut: Launch Options Menu

Click Finish to create the shortcut.

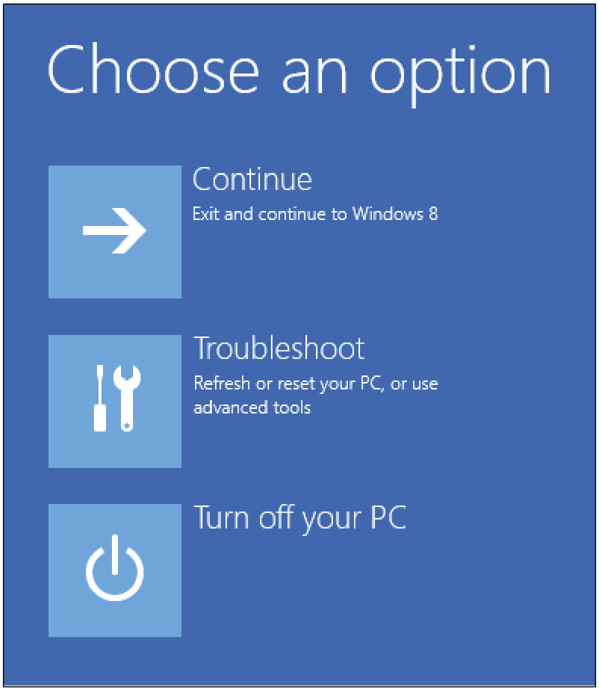
3 Name it: Name the shortcut Launch Options menu. Click Finish.


Launch Options Menu
Open
Open file location
Pin to Start
Run as administrator
Pin to Taskbar
Send to
Cut
Copy
Create shortcut
Delete
Rename
Properties

4 Pin shortcut to Start screen: Right-click the shortcut. Select Pin to Start from the pop-up menu.


Websites
Microsoft
Microsoft Windows
Restart
Shut Down
Yahoo!
Bing
Hibernate
Launch Options Menu
Google
Facebook

5 Restart Windows from Start screen: Return to the Start screen by pressing the Windows key or clicking the thumbnail in the lower-left hot corner. Move to the end of the Start screen. Click the Launch Options Menu tile.


Choose an option

Continue
Exit and continue to Windows 8

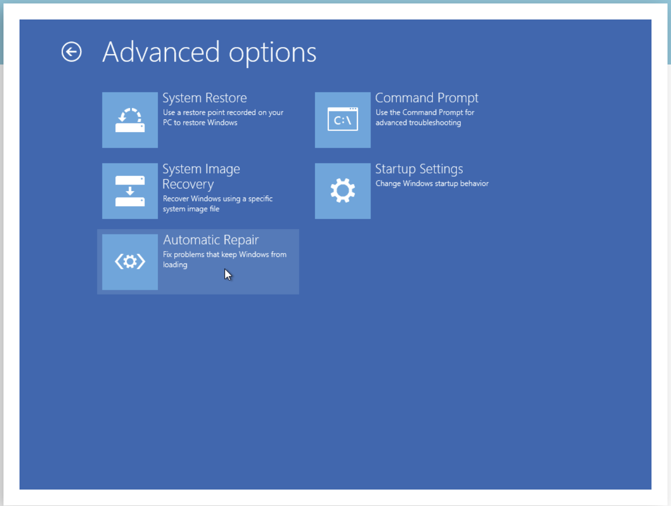
Troubleshoot
Refresh or reset your PC, or use advanced tools

Turn off your PC

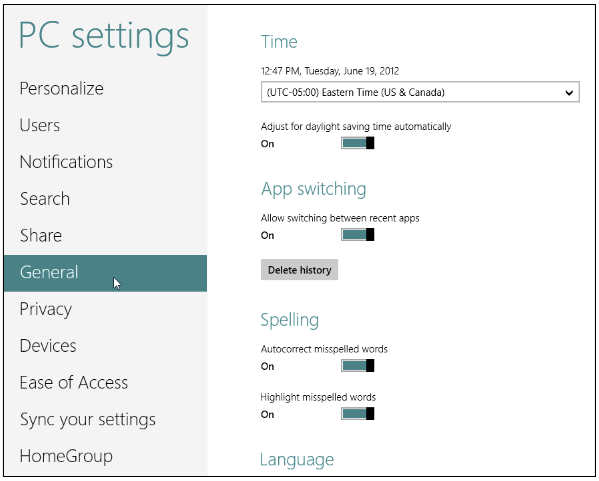
6 Launch Advanced Boot Options menu: Windows 8 launches the Advanced Boot Options menu. From here, you can select the Troubleshoot option and then either refresh or reset your PC, or click Advanced options to view more choices to troubleshoot, restore, or recover your PC.

tip You can also access the Options menu by holding down the Shift key while you click Restart from the Power icon in the Settings pane.

Running an Automatic Repair in Windows


Advanced options
System Restore
Use a restore point recorded on your PC to restore Windows
Command Prompt
Use the Command Prompt for advanced troubleshooting
System Image Recovery
Recover Windows using a specific system image file
Startup Settings
Change Windows startup behavior
Automatic Repair
Fix problems that keep Windows from loading

If Windows is having trouble loading, one option is to run an automatic repair. In cases like this, certain Windows start-up or system files may become lost or corrupted. The automatic repair attempts to analyze your Windows environment to determine why the operating system is not loading properly. Automatic repair is an option in the Advanced Boot Options menu. If Windows fails to load, it should automatically attempt a repair, or at least direct you to the Options menu where you can run a repair yourself. If Windows is intermittently not loading properly and you are able to boot up, you can boot into the Options menu from Windows and run the automatic repair manually. This task explains how to run an automatic repair from the Advanced Boot Options menu.


PC settings
Personalize
Users
Notifications
Search
Share
General
Privacy
Devices
Ease of Access
Sync your settings
HomeGroup
Time
App switching
Delete history
Spelling
Language

12:47 PM, Tuesday, June 19, 2012

(UTC-05:00) Eastern Time (US & Canada)

Adjust for daylight saving time automatically
On

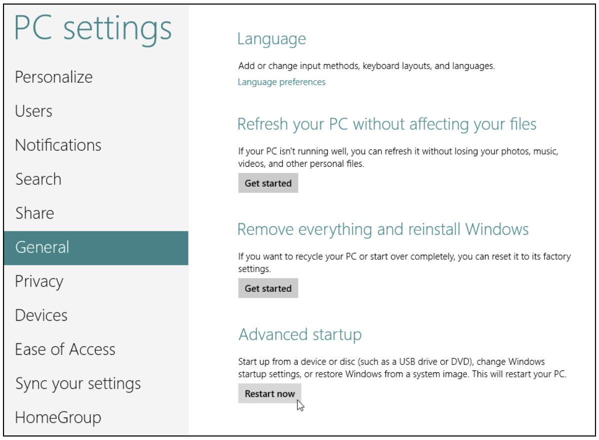
Allow switching between recent apps
On

Autocorrect misspelled words
On

Highlight misspelled words
On

1 Open PC Settings: Hover over the lower-right hot corner to display the Charms bar. Click the Settings charm. Click Change PC Settings. In the PC Settings screen, click the General category.

tip If Windows cannot automatically repair your computer, then you may need to reset it instead.


PC settings
Personalize
Users
Notifications
Search
Share
General
Privacy
Devices
Ease of Access
Sync your settings
HomeGroup
Language preferences
Get started
Get started
Restart now

Language

Add or change input methods, keyboard layouts, and languages.

Refresh your PC without affecting your files

If your PC isn't running well, you can refresh it without losing your photos, music, videos, and other personal files.

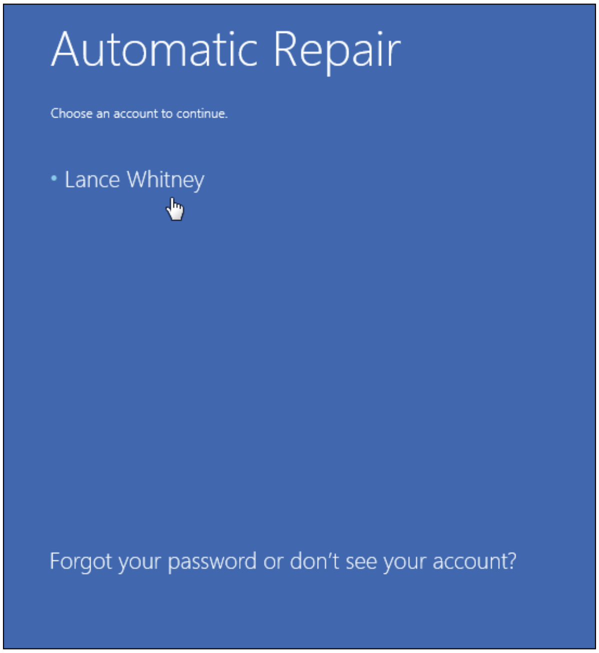
Remove everything and reinstall Windows

If you want to recycle your PC or start over completely, you can reset it to its factory settings.

Advanced startup

Start up from a device or disc (such as a USB drive or DVD), change Windows startup settings, or restore Windows from a system image. This will restart your PC.

2 Choose Advanced startup: Scroll down the right side of the page of the General screen until you see Advanced startup. Click Restart now.

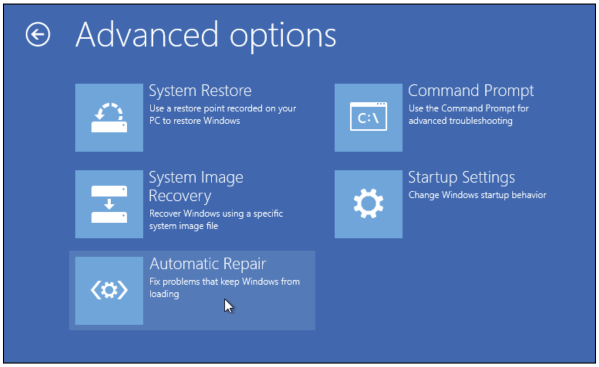


Automatic Repair

Choose an account to continue.

Lance Whitney
Forgot your password or don't see your account?

4 Choose account: Windows reboots and displays an Automatic Repair window. Click the name of your account to continue. At the next screen, type the account's password.



Advanced options

System Restore
Command Prompt
System Image Recovery
Startup Settings
Automatic Repair

System Restore: Use a restore point recorded on your PC to restore Windows

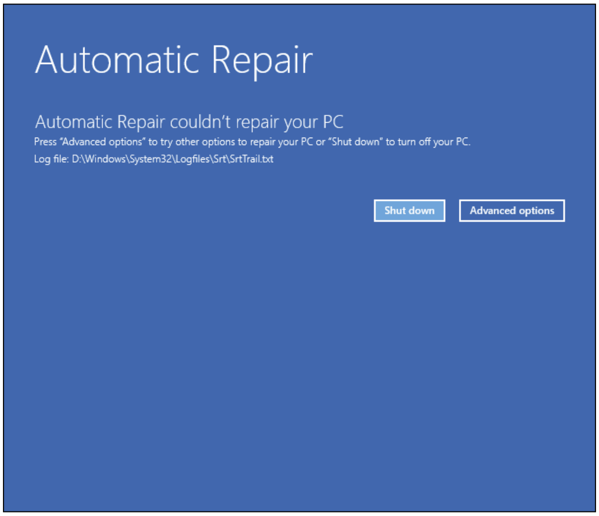
Command Prompt: Use the Command Prompt for advanced troubleshooting

System Image Recovery: Recover Windows using a specific system image file

Startup Settings: Change Windows startup behavior

Automatic Repair: Fix problems that keep Windows from loading

3 Select the Troubleshoot option: Windows quickly restarts and presents the Advanced Boot Options menu. Click the Troubleshoot button. Click the Advanced options button. Click Automatic Repair.



Automatic Repair

Automatic Repair couldn't repair your PC

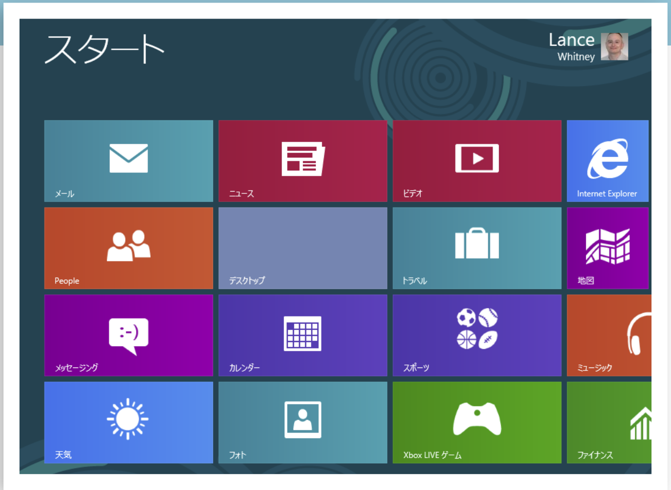
Press "Advanced options" to try other options to repair your PC or "Shut down" to turn off your PC.

Log file: D:\Windows\System32\Logfiles\Srt\SrtTrail.txt

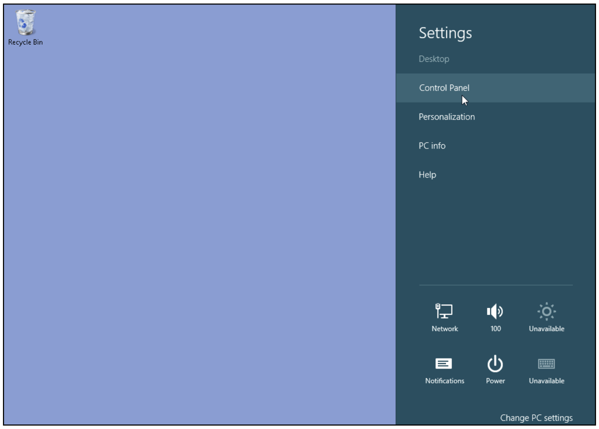
Shut down
Advanced options

5 Wait for diagnosis: Windows displays a message that it is diagnosing your PC. If no problems are found or Windows cannot repair your PC, a message appears that Automatic Repair could not repair your PC. You can click Shut down to turn off your PC, or click Advanced options to return to the Options menu. If Windows is able to repair Windows, a message appears telling you that Windows was repaired.

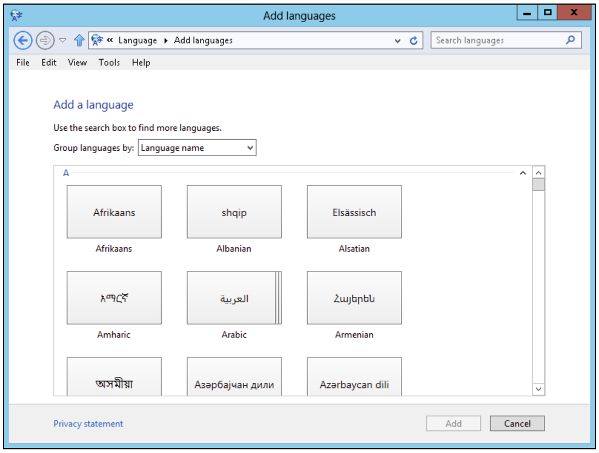
Adding Another Language to Windows 8


スタート
Lance
Whitney
メール
ニュース
ビデオ
Internet Explorer
People
デスクトップ
トラベル
地図
メッセージング
カレンダー
スポーツ
ミュージック
天気
フォト
Xbox LIVE ゲーム
ファイナンス

Windows 8 supports a variety of languages beyond English. If you or other people in your home or office are more comfortable using a different language, you can add support for that language. Adding support for a specific language typically displays Windows buttons, menus, dialog boxes, and other objects in that language. It also lets you type characters in that language using a physical or on-screen keyboard. You can add support for more than one language to Windows and simply switch among the different keyboards for each language depending on who is using the PC. This task explains how to add another language to Windows 8.


Recycle Bin
Settings
Desktop
Control Panel
Personalization
PC info
Help
Network
100
Unavailable
Notifications
Power
Unavailable
Change PC settings

1 Open Control Panel: Open the desktop. Hover your mouse in the lower-right hot corner to display the Charms bar. Click the Settings charm. Click Control Panel at the top of the pane.

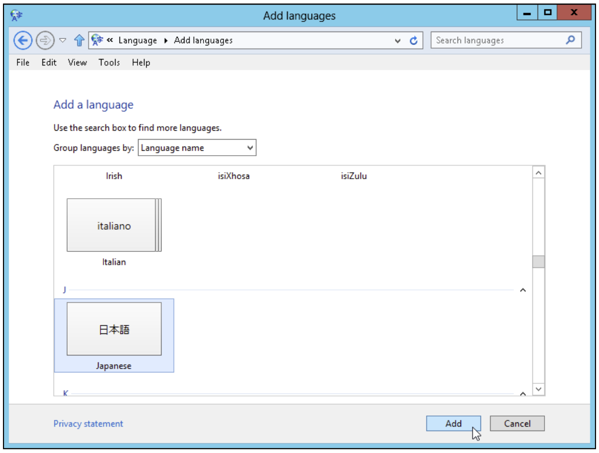

Add languages
Language ▸ Add languages
Search languages
File Edit View Tools Help
A
Afrikaans
Afrikaans
shqip
Albanian
Elsässisch
Alsatian
አማርኛ
Amharic
العربية
Arabic
Հայերեն
Armenian
অসমীয়া
Азәрбајҹан дили
Azərbaycan dili
Privacy statement
Add
Cancel

Add a language

Use the search box to find more languages.

Group languages by: Language name

2 Add a language: In the Clock, Language, and Region category, select the Add a language option. In the Change your language preferences window, click the Add a language command. Windows displays a list of languages.

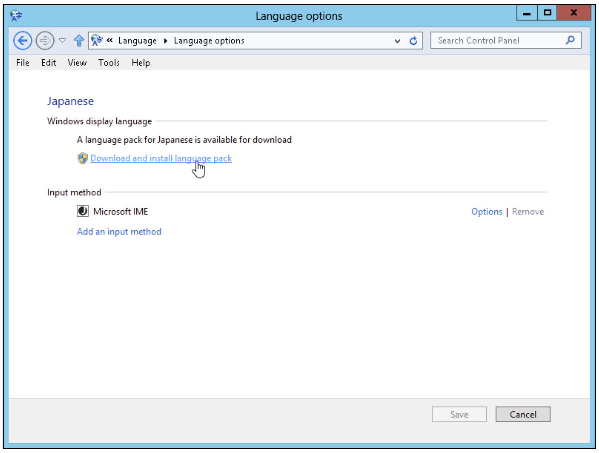

Add languages
Language ▸ Add languages
Search languages
File Edit View Tools Help
Irish isiXhosa isiZulu
italiano
Italian
J
日本語
Japanese
K
Privacy statement
Add
Cancel

Add a language

Use the search box to find more languages.

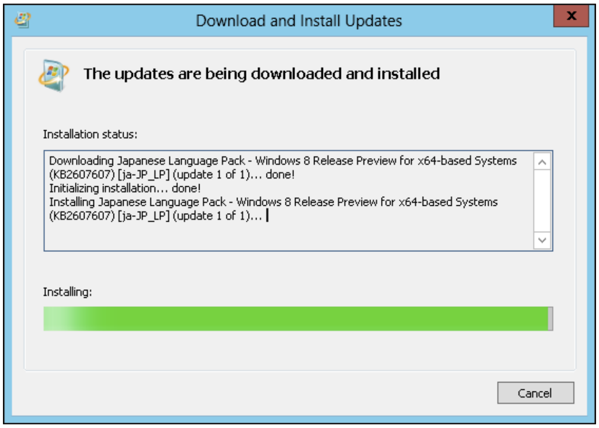
Group languages by: Language name

3 Choose the language: Select the language you want to install — for example, Japanese. Click Add. If more than one region is available for a certain language, such as French or Italian, click Open. Choose the specific region and then click Add.


Language options
Language ▸ Language options
Search Control Panel
File Edit View Tools Help
Japanese
Windows display language
Download and install language pack
Input method
Microsoft IME
Options | Remove
Add an input method
Save
Cancel

A language pack for Japanese is available for download

4 Add the language pack: A button for the new language appears. Click the Options link for the new language. If a language pack is available, you see a Download and install language pack link. Click that link. If a User Account Control message appears, click Yes to allow the program to make changes to this computer.

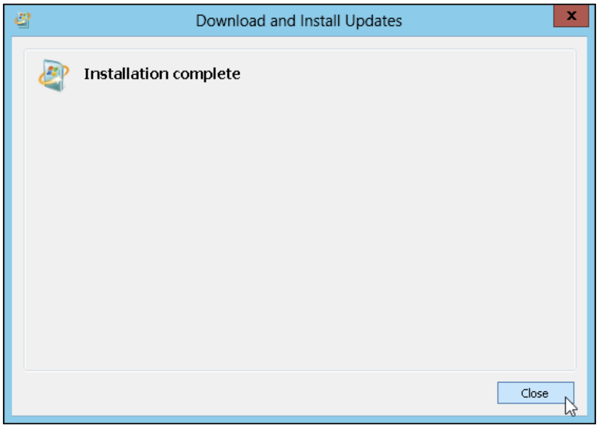

Download and Install Updates
Installing:
Cancel

The updates are being downloaded and installed

Installation status:

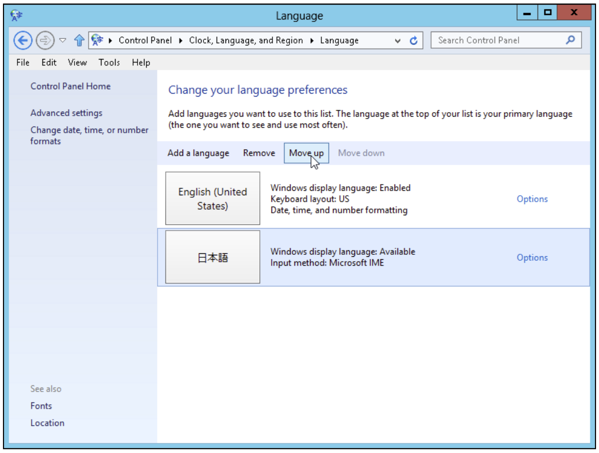
```
Downloading Japanese Language Pack - Windows 8 Release Preview for x64-based Systems
(KB2607607) [ja-JP_LP] (update 1 of 1)... done!
Initializing installation... done!
Installing Japanese Language Pack - Windows 8 Release Preview for x64-based Systems
(KB2607607) [ja-JP_LP] (update 1 of 1)...
```

5 Wait for installation: The language pack is downloaded and installed.


Download and Install Updates
Close

Installation complete

6 Close update window: After the language pack is installed, Windows tells you that the installation is complete. Click Close. If a language pack is not available, click Cancel at the Options page.

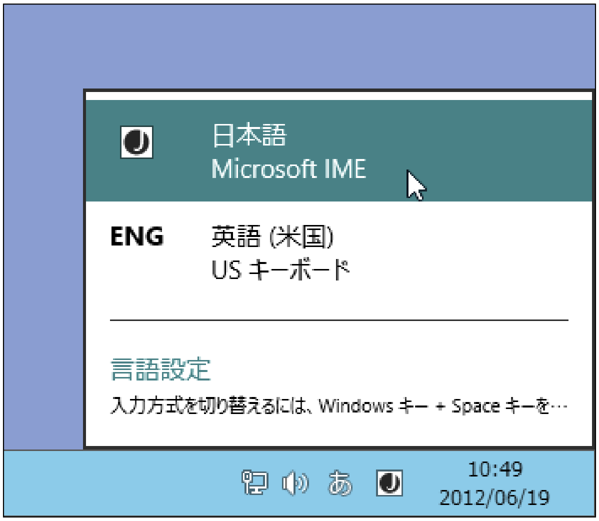

Language
Control Panel ▸ Clock, Language, and Region ▸ Language
Search Control Panel
File
Edit
View
Tools
Help
Control Panel Home
Advanced settings
Change date, time, or number formats
See also
Fonts
Location
Add a language
Remove
Move up
Move down
Options
Options

Change your language preferences

Add languages you want to use to this list. The language at the top of your list is your primary language (the one you want to see and use most often).

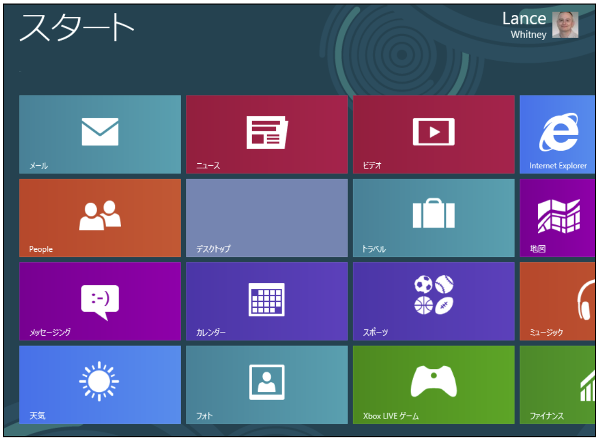
English (United States)	Windows display language: Enabled Keyboard layout: US Date, time, and number formatting	Options
日本語	Windows display language: Available Input method: Microsoft IME	Options

7 Make the new language the primary one: Click the new language in the Language screen. Click Move up to make it the primary language. You can also click the Options link and select the option to make the new language the primary one. Close the Language window.

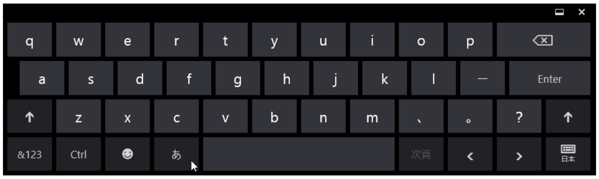

日本語
Microsoft IME
ENG
英語 (米国)
US キーボード
言語設定
あ
10:49
2012/06/19

入力方式を切り替えるには、Windows キー + Space キーを…

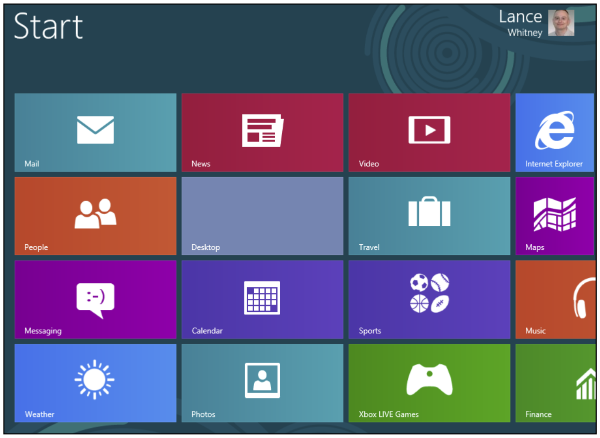
9 Change the keyboard: Open the desktop by clicking its Start screen tile. A language icon appears in the system tray on the desktop. Click the icon to switch among the various language keyboards that have been installed.


スタート
Lance
Whitney
メール
ニュース
ビデオ
Internet Explorer
People
デスクトップ
トラベル
地図
メッセージング
カレンダー
スポーツ
ミュージック
天気
フォト
Xbox LIVE ゲーム
ファイナンス

8 Log out of Windows: Log out of Windows and then log back in with your account. The Start screen tiles display in the new language. Click an app, such as Mail, Messaging, Weather, or Photos. The text is displayed in the new language. Open Internet Explorer. The web pages display in the new language.

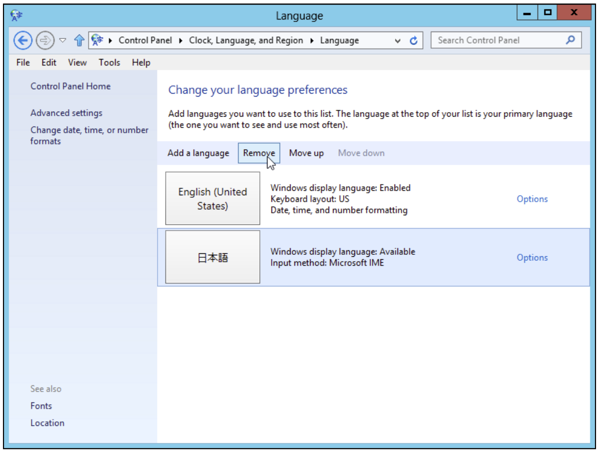

q w e r t y u i o p
a s d f g h j k l – Enter
z x c v b n m 、 。 ?
&123
Ctrl
あ
次頁
<
>
日本

10 Display the on-screen keyboard: Right-click any empty area of the taskbar. Move to the Toolbars command and select Touch Keyboard from the menu. Click the keyboard icon on the taskbar. The on-screen keyboard displays certain characters of the language currently set as the default.


Start
Lance
Whitney
Mail
News
Video
Internet Explorer
People
Desktop
Travel
Maps
Messaging
Calendar
Sports
Music
Weather
Photos
Xbox LIVE Games
Finance

11 Switch back to previous language: Open Control Panel. In the Clock, Language, and Region category, select the Add a language option. Click the setting for the previous language and click Move Up. Log out of Windows and then log back in. The previous language now displays.

tip You can also switch from one language keyboard to another by holding down the Windows key and pressing the spacebar.


Language
Control Panel
Clock, Language, and Region
Language
Search Control Panel
File
Edit
View
Tools
Help
Control Panel Home
Advanced settings
Change date, time, or number formats
Add a language
Remove
Move up
Move down
Options
Options
See also
Fonts
Location

Change your language preferences

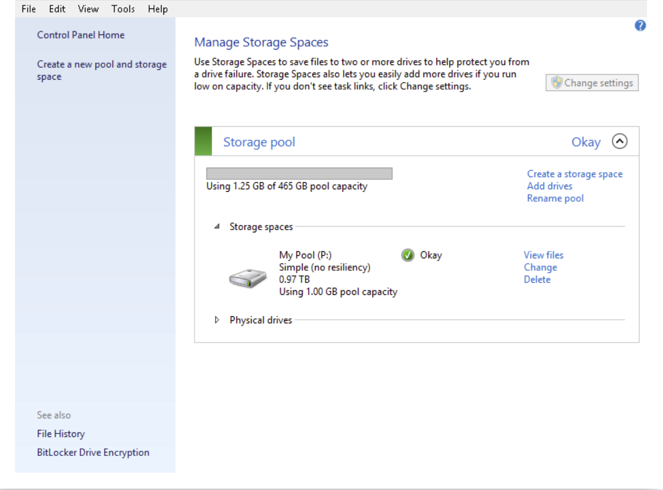
Add languages you want to use to this list. The language at the top of your list is your primary language (the one you want to see and use most often).

English (United States)
Windows display language: Enabled
Keyboard layout: US
Date, time, and number formatting

日本語
Windows display language: Available
Input method: Microsoft IME

12 Remove new language: Open Control Panel. In the Clock, Language, and Region category, select the Add a language option. Click the setting for the new language and click Remove to uninstall it.

Pooling Your Hard Drives with Storage Spaces



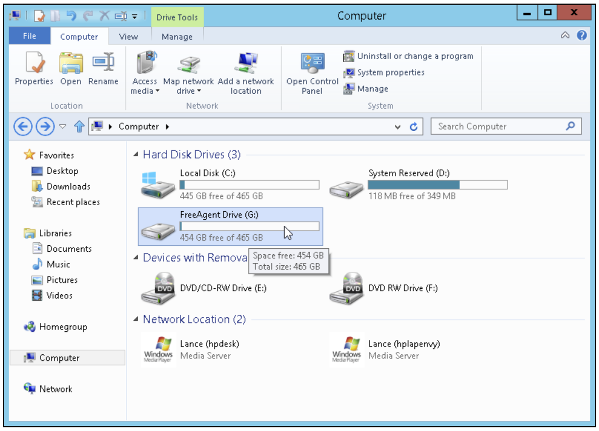
Storage Spaces
Control Panel ▸ System and Security ▸ Storage Spaces
Search Control Panel
File Edit View Tools Help
Control Panel Home
Create a new pool and storage space
Manage Storage Spaces
Change settings
Storage pool
Okay
Create a storage space
Add drives
Rename pool
Storage spaces
View files
Change
Delete
Physical drives
See also
File History
BitLocker Drive Encryption

Use Storage Spaces to save files to two or more drives to help protect you from a drive failure. Storage Spaces also lets you easily add more drives if you run low on capacity. If you don't see task links, click Change settings.

Using 1.25 GB of 465 GB pool capacity

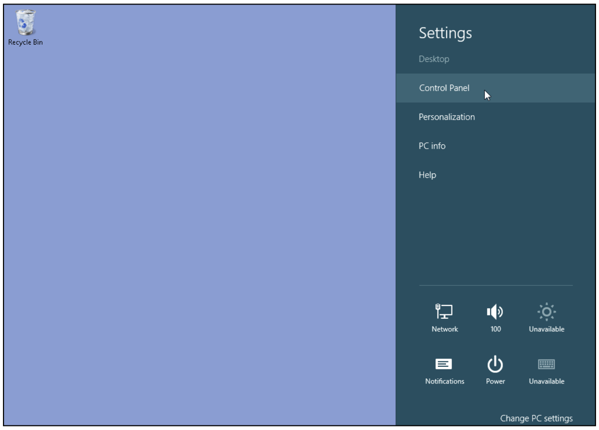
My Pool (P:)
Simple (no resiliency)
0.97 TB
Using 1.00 GB pool capacity
Okay

Storage Spaces is a feature new to Windows that lets you combine several physical drives into one pool of storage. For example, you can connect two or three external drives to your computer and use them all as one large virtual storage space. This feature gives you the ability to share your storage to house large groups of files, such as your entire music or video collection. It also lets you mirror your data, so that any content saved on one physical drive is also saved on another drive in the pool, offering you redundancy in case of a problem. If one drive fails, your data is still available on another drive in the pool. Storage Spaces provides different levels of redundancy depending on the number of physical drives that are part of the pool. This task explains how to pool your drives with Storage Spaces.



Drive Tools
Computer
File
Computer
View
Manage
Properties
Open
Rename
Access media
Map network drive
Add a network location
Open Control Panel
Uninstall or change a program
System properties
Manage
Location
Network
System
Computer ▸
Search Computer
Favorites
Desktop
Downloads
Recent places
Libraries
Documents
Music
Pictures
Videos
Homegroup
Computer
Network
Hard Disk Drives (3)
Devices with Removable Storage
Network Location (2)
DVD/CD-RW Drive (E:)
DVD RW Drive (F:)
Windows Media Player
Lance (hpdesk)
Media Server
Lance (hplapenvy)
Media Server

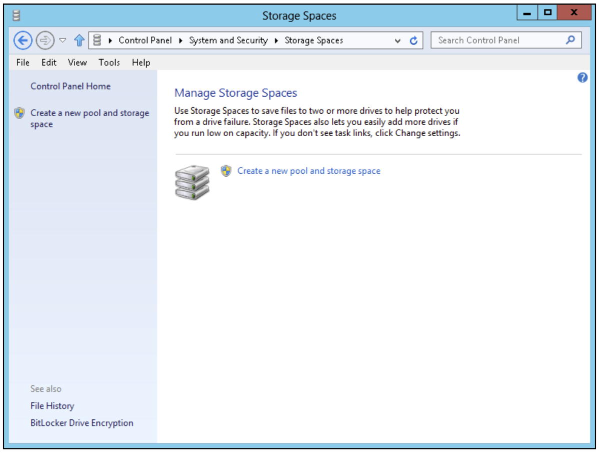
Local Disk (C:)
445 GB free of 465 GB
System Reserved (D:)
118 MB free of 349 MB
FreeAgent Drive (G:)
454 GB free of 465 GB
Space free: 454 GB
Total size: 465 GB



Recycle Bin
Settings
Desktop
Control Panel
Personalization
PC info
Help
Network
100
Unavailable
Notifications
Power
Unavailable
Change PC settings

1 Connect a new drive: Connect one or more external drives to your Windows 8 computer.

2 Open Control Panel: Open the desktop. Hover your mouse in the lower-right hot corner to display the Charms bar. Click the Settings charm. Click Control Panel at the top of the pane.

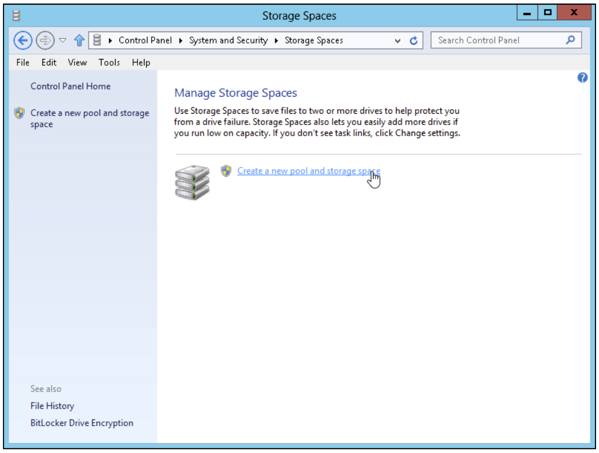

Storage Spaces
Control Panel ▸ System and Security ▸ Storage Spaces
Search Control Panel
File Edit View Tools Help
Control Panel Home
Create a new pool and storage space
See also
File History
BitLocker Drive Encryption

Manage Storage Spaces

Use Storage Spaces to save files to two or more drives to help protect you from a drive failure. Storage Spaces also lets you easily add more drives if you run low on capacity. If you don't see task links, click Change settings.

Create a new pool and storage space

3 Access Storage Spaces: Click the System and Security category and then select Storage Spaces.

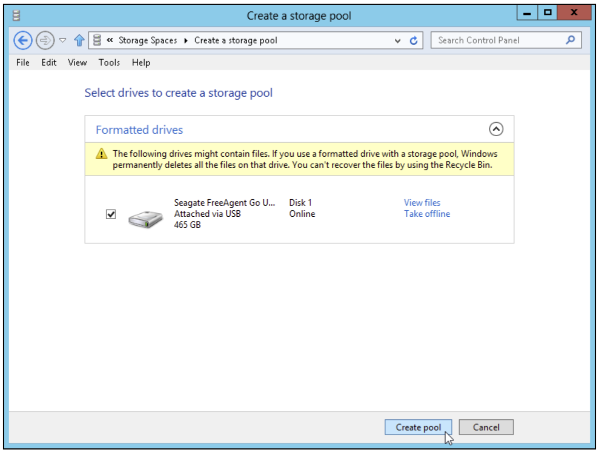

Storage Spaces
Control Panel ▸ System and Security ▸ Storage Spaces
Search Control Panel
File Edit View Tools Help
Control Panel Home
Create a new pool and storage space
See also
File History
BitLocker Drive Encryption

Manage Storage Spaces

Use Storage Spaces to save files to two or more drives to help protect you from a drive failure. Storage Spaces also lets you easily add more drives if you run low on capacity. If you don't see task links, click Change settings.

Create a new pool and storage space

4 Create a new pool and storage space: In the Manage Storage Spaces window, click the Create a new pool and storage space option. Click Yes if the User Account Control dialog box asks if you want to allow the following program to make changes to this computer.


Create a storage pool
« Storage Spaces ▸ Create a storage pool
Search Control Panel
File Edit View Tools Help

Select drives to create a storage pool

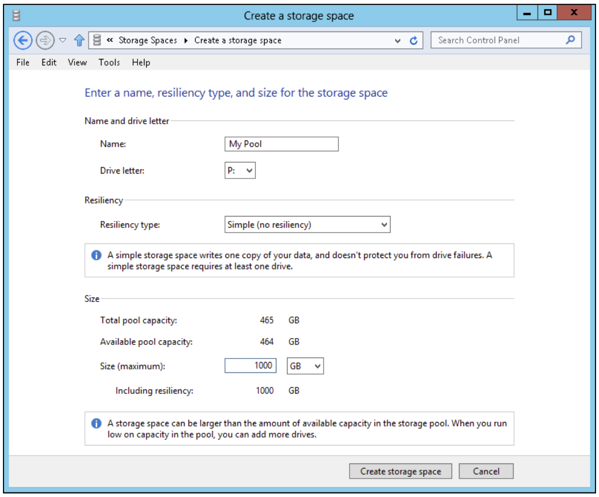
Formatted drives

The following drives might contain files. If you use a formatted drive with a storage pool, Windows permanently deletes all the files on that drive. You can't recover the files by using the Recycle Bin.

☑ Seagate FreeAgent Go U... Attached via USB 465 GB Disk 1 Online

View files
Take offline
Create pool
Cancel

5 Select new drive: In the Select drives to create a storage pool window, you should see your new drive or drives listed. Select the check box in front of the first drive to select it. Click Create pool. A message appears that Windows is preparing drives and creating the pool.


Create a storage space
« Storage Spaces ▸ Create a storage space
Search Control Panel
File Edit View Tools Help

Enter a name, resiliency type, and size for the storage space

Name and drive letter

Name: My Pool

Drive letter: P:

Resiliency

Resiliency type: Simple (no resiliency)

A simple storage space writes one copy of your data, and doesn't protect you from drive failures. A simple storage space requires at least one drive.

Size

Total pool capacity: 465 GB

Available pool capacity: 464 GB

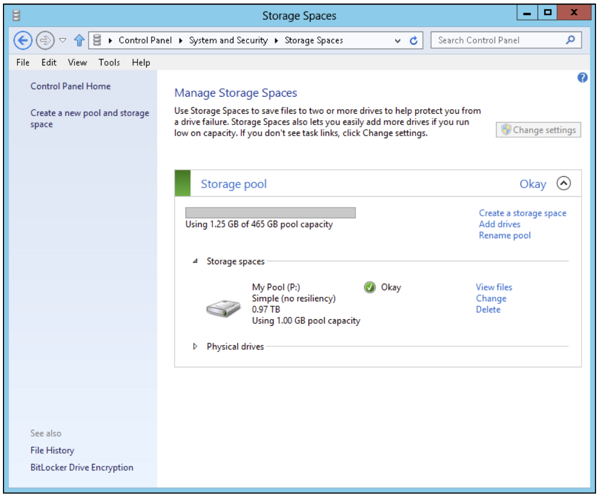
Size (maximum): 1000 GB

Including resiliency: 1000 GB

A storage space can be larger than the amount of available capacity in the storage pool. When you run low on capacity in the pool, you can add more drives.

Create storage space
Cancel

6 Create name, type, and size: In the Enter a name, resiliency type, and size for the storage space window, type a name for your storage space in the Name field. Select a drive letter and then select the type of resiliency you want to use. Selecting each type from the drop-down menu displays a brief explanation. Type the amount of drive space for the pool. A message appears that Windows is creating and then formatting the storage space.


Storage Spaces
Control Panel ▸ System and Security ▸ Storage Spaces
Search Control Panel
File Edit View Tools Help
Control Panel Home
Create a new pool and storage space
See also
File History
BitLocker Drive Encryption
Change settings
Create a storage space
Add drives
Rename pool
Storage spaces
View files
Change
Delete
Physical drives

Manage Storage Spaces

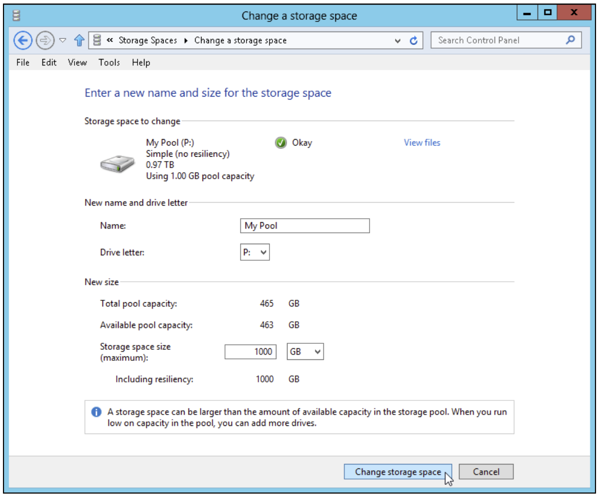
Use Storage Spaces to save files to two or more drives to help protect you from a drive failure. Storage Spaces also lets you easily add more drives if you run low on capacity. If you don't see task links, click Change settings.

Storage pool Okay

Using 1.25 GB of 465 GB pool capacity

My Pool (P:)
Simple (no resiliency)
0.97 TB
Using 1.00 GB pool capacity
Okay

7 View storage space: After the storage space has been created, you can view it in the Manage Storage Spaces window. Depending on the resiliency type you choose, you can now start using the storage spool to directly store files, or use it as a mirror to automatically store multiple copies of your files.


Change a storage space
« Storage Spaces ▸ Change a storage space
Search Control Panel
File Edit View Tools Help
View files
Change storage space
Cancel

Enter a new name and size for the storage space

Storage space to change

My Pool (P:)
Simple (no resiliency)
0.97 TB
Using 1.00 GB pool capacity
Okay

New name and drive letter

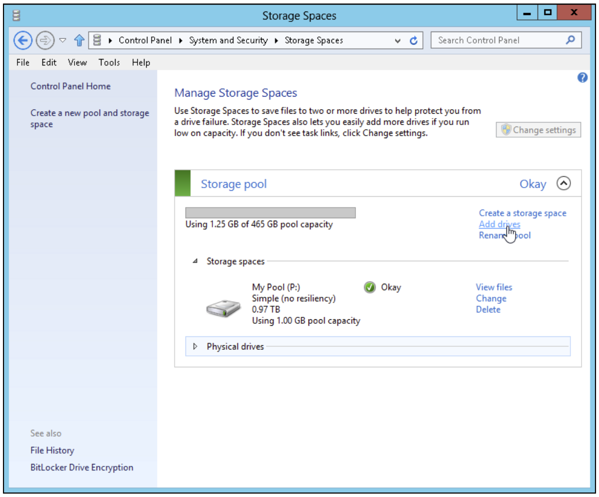
Name: My Pool
Drive letter: P:

New size

Total pool capacity: 465 GB
Available pool capacity: 463 GB
Storage space size (maximum): 1000 GB
Including resiliency: 1000 GB

A storage space can be larger than the amount of available capacity in the storage pool. When you run low on capacity in the pool, you can add more drives.

8 Change options: Click the Change link next to the storage space if you want to change any of the options. Then click Change storage space.


Storage Spaces
Control Panel ▸ System and Security ▸ Storage Spaces
Search Control Panel
File Edit View Tools Help
Control Panel Home
Create a new pool and storage space
See also
File History
BitLocker Drive Encryption
Change settings
Create a storage space
Add drives
Rename pool
Storage spaces
View files
Change
Delete
Physical drives

Manage Storage Spaces

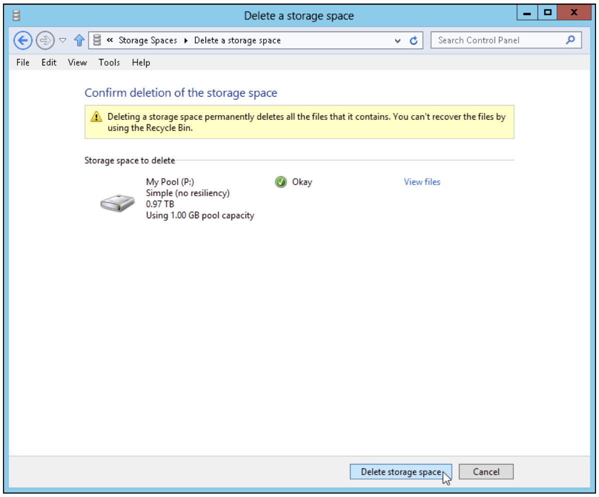
Use Storage Spaces to save files to two or more drives to help protect you from a drive failure. Storage Spaces also lets you easily add more drives if you run low on capacity. If you don't see task links, click Change settings.

Storage pool Okay

Using 1.25 GB of 465 GB pool capacity

My Pool (P:)
Simple (no resiliency)
0.97 TB
Using 1.00 GB pool capacity
Okay

9 Add drive: Connect another drive. Click the Add drives link next to the Storage pool.


Delete a storage space
« Storage Spaces ▸ Delete a storage space
Search Control Panel
File Edit View Tools Help
View files
Delete storage space
Cancel

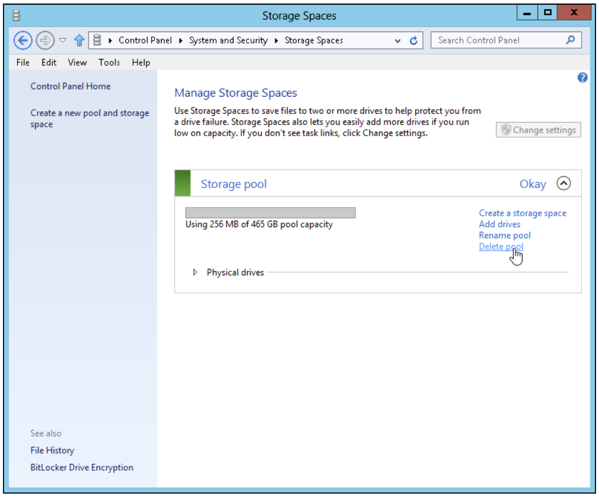
Confirm deletion of the storage space

Deleting a storage space permanently deletes all the files that it contains. You can't recover the files by using the Recycle Bin.

Storage space to delete

My Pool (P:)
Simple (no resiliency)
0.97 TB
Using 1.00 GB pool capacity
Okay

10 Delete storage space: Click the Delete link next to the storage space to delete it. Any files stored on the storage space are also deleted. Click Delete storage space.


Storage Spaces
Control Panel ▸ System and Security ▸ Storage Spaces
Search Control Panel
File Edit View Tools Help
Control Panel Home
Create a new pool and storage space
Change settings
Storage pool
Okay
Create a storage space
Add drives
Rename pool
Delete pool
Physical drives
See also
File History
BitLocker Drive Encryption

Manage Storage Spaces

Use Storage Spaces to save files to two or more drives to help protect you from a drive failure. Storage Spaces also lets you easily add more drives if you run low on capacity. If you don't see task links, click Change settings.

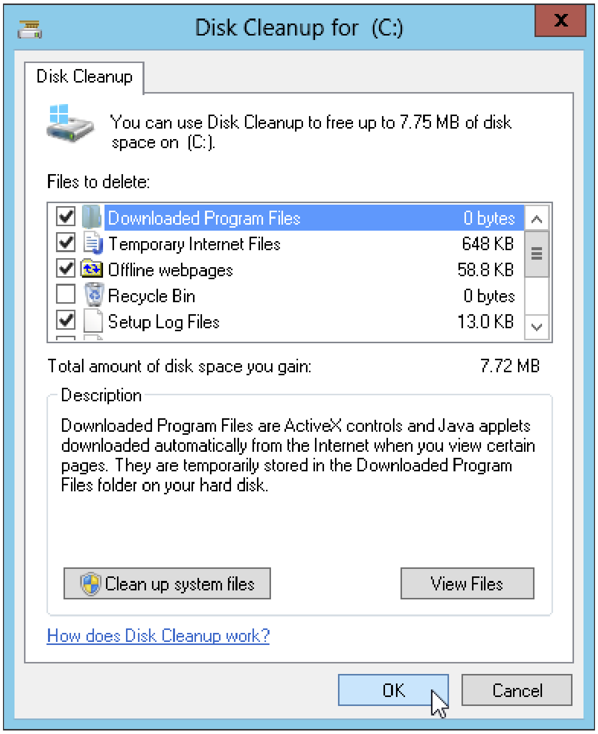
Using 256 MB of 465 GB pool capacity

11 Delete pool: If you no longer want to use the storage pool, click the Delete pool link to delete it.

tip You need to use an external drive with ample storage, so a USB stick with only a few gigabytes of space will not suffice.

Quick Fix

Freeing Up Disk Space


Disk Cleanup for (C:)
Disk Cleanup
Files to delete:
Description
Clean up system files
View Files
How does Disk Cleanup work?
OK
Cancel

You can use Disk Cleanup to free up to 7.75 MB of disk space on (C:).

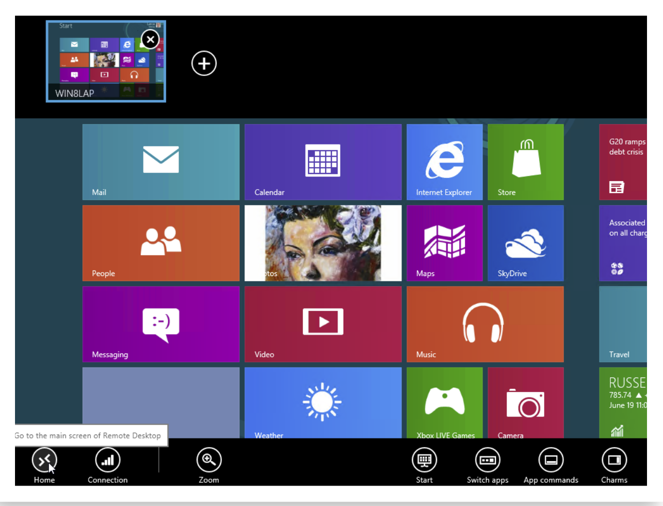
☑	Downloaded Program Files	0 bytes
☑	Temporary Internet Files	648 KB
☑	Offline webpages	58.8 KB
☐	Recycle Bin	0 bytes
☑	Setup Log Files	13.0 KB

Total amount of disk space you gain: 7.72 MB

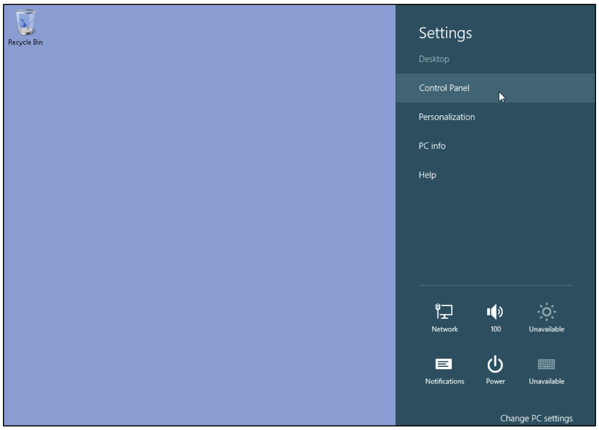
Downloaded Program Files are ActiveX controls and Java applets downloaded automatically from the Internet when you view certain pages. They are temporarily stored in the Downloaded Program Files folder on your hard disk.

Open Control Panel. Click the System and Security category. In the Administrative Tools group, select the option to free up disk space. Select the drive you want to clean up if more than one drive exists. Windows runs the Disk Cleanup for your hard drive. Choose the types of files you want to remove. Click OK. Click Delete Files to confirm that you want to permanently delete these files.

Using the Windows 8 Remote Desktop App

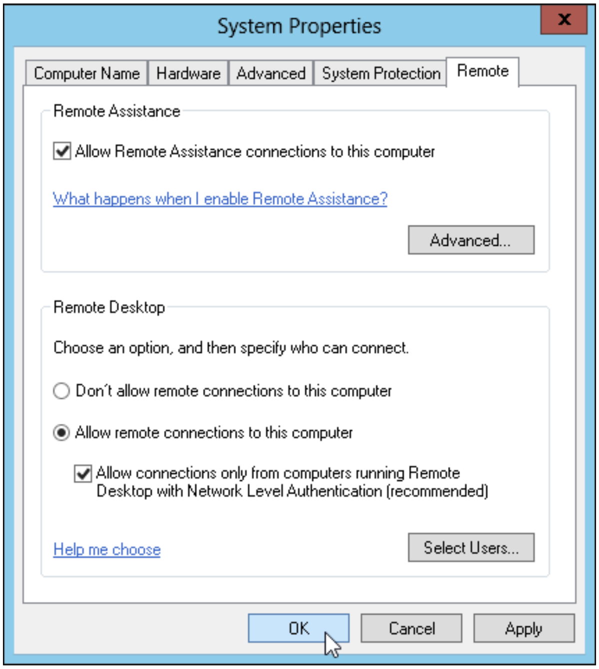

Start
WIN8LAP
Mail
Calendar
Internet Explorer
Store
G20 ramps debt crisis
People
Photos
Maps
SkyDrive
Associated on all charg
Messaging
Video
Music
Travel
Weather
Xbox LIVE Games
Camera
RUSSE 785.74 June 19 11:0
Go to the main screen of Remote Desktop
Home
Connection
Zoom
Start
Switch apps
App commands
Charms

The Remote Desktop feature in Windows lets you connect to and control a remote PC. This can be helpful if you need to access a computer in another location. You can also use the Remote Desktop feature to troubleshoot and resolve problems on a computer owned by a friend or family member or someone else in need of your expertise. Previous versions of Windows provide a Remote Desktop Connection desktop tool. But Windows 8 also offers a Windows 8 UI-based Remote Desktop app with many of the same features and functions. The computer that you access remotely is known as the host; the computer that you connect with is known as the guest. To serve as a Remote Desktop host, the Windows 8 PC must be running Windows 8 Professional. This task explains how to use the Windows 8 Remote Desktop app.


Recycle Bin
Settings
Desktop
Control Panel
Personalization
PC info
Help
Network
100
Unavailable
Notifications
Power
Unavailable
Change PC settings

1 Open Control Panel: Boot up your host computer. On this computer, open the desktop. Hover your mouse in the lower-right hot corner to display the Charms bar. Click the Settings charm. Click Control Panel at the top of the pane.

tip To serve as a Remote Desktop host, the PC must be running Windows 8 Professional.


System Properties
Computer Name
Hardware
Advanced
System Protection
Remote
Advanced...
Select Users...
OK
Cancel
Apply

Remote Assistance

☑ Allow Remote Assistance connections to this computer

What happens when I enable Remote Assistance?

Remote Desktop

Choose an option, and then specify who can connect.

○ Don't allow remote connections to this computer

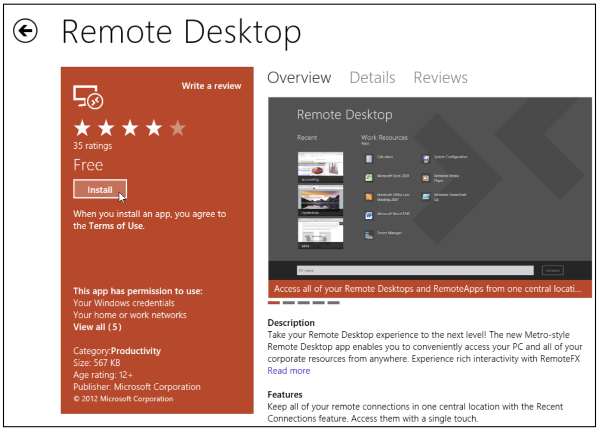
● Allow remote connections to this computer

☑ Allow connections only from computers running Remote Desktop with Network Level Authentication (recommended)

Help me choose

2 Set up access on host:

From Control Panel, click the System and Security category. From the System section, select the Allow remote access option. In the System Properties window, select the Allow remote connections to this computer radio button. If you receive a message that the computer is set up to go to sleep or hibernation when not in use, click OK. Leave the Allow connections only from computers running Remote Desktop with Network Level Authentication check box selected. Click OK.


Remote Desktop
Write a review
★★★★★
Free
Install
Overview
Details
Reviews
Access all of your Remote Desktops and RemoteApps from one central locati...

35 ratings

When you install an app, you agree to the Terms of Use.

This app has permission to use:
Your Windows credentials
Your home or work networks
View all (5)

Category: Productivity
Size: 567 KB
Age rating: 12+
Publisher: Microsoft Corporation
© 2012 Microsoft Corporation

Description

Take your Remote Desktop experience to the next level! The new Metro-style Remote Desktop app enables you to conveniently access your PC and all of your corporate resources from anywhere. Experience rich interactivity with RemoteFX

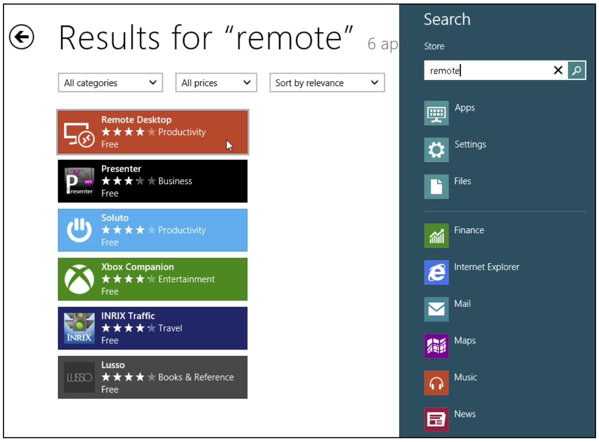
Read more

Features

Keep all of your remote connections in one central location with the Recent Connections feature. Access them with a single touch.

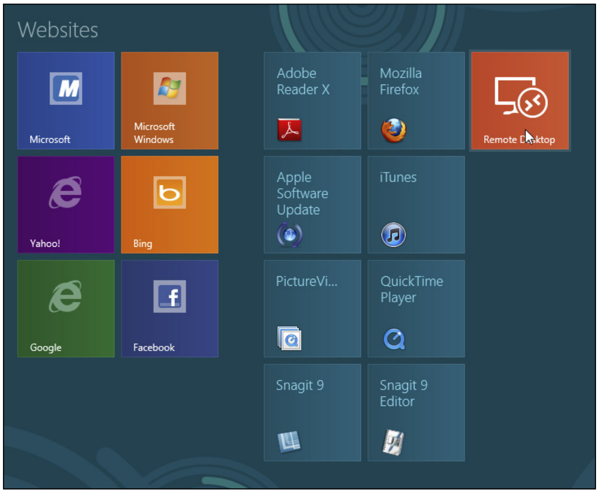
4 Install Remote Desktop app on guest:

Click the app and then click Install to download and install it.


Results for "remote" 6 ap
All categories
All prices
Sort by relevance
Remote Desktop ★★★★ Productivity Free
Presenter ★★★ Business Free
Soluto ★★★★ Productivity Free
Xbox Companion ★★★★ Entertainment Free
INRIX Traffic ★★★★ Travel Free
Lusso ★★★★ Books & Reference Free
Search
Store
remote
Apps
Settings
Files
Finance
Internet Explorer
Mail
Maps
Music
News

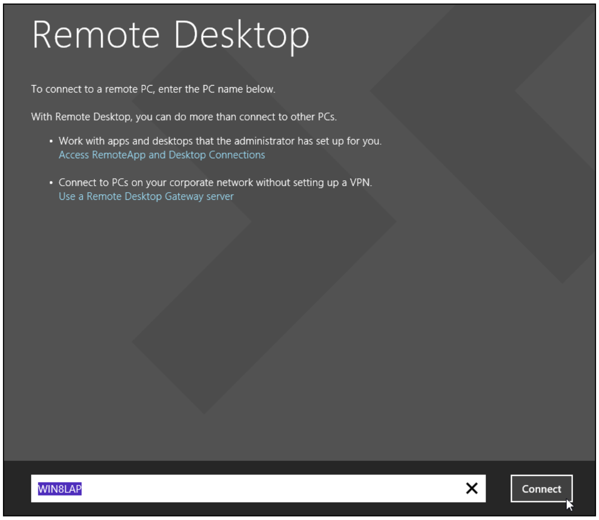
3 Find Remote Desktop app for guest:

On the guest computer, open the Windows Store by clicking its Start screen tile. Hold down the Windows key and press Q to launch the search bar. Type the word **remote** and click the magnifying glass search icon. The Remote Desktop app appears among the search results in the left pane and under Recommendations in the right pane.


Websites
Microsoft
Microsoft Windows
Adobe Reader X
Mozilla Firefox
Remote Desktop
Yahoo!
Bing
Apple Software Update
iTunes
Google
Facebook
PictureVi...
QuickTime Player
Snagit 9
Snagit 9 Editor

5 Launch Remote Desktop app:

Return to the Start screen and move to the end of the screen. Click the Remote Desktop tile.



Remote Desktop

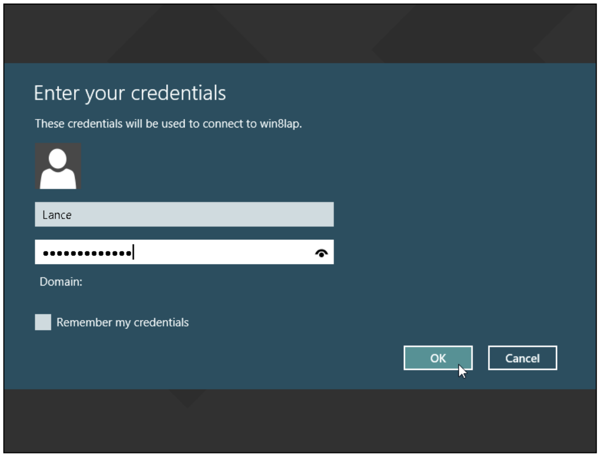
To connect to a remote PC, enter the PC name below.

With Remote Desktop, you can do more than connect to other PCs.

- Work with apps and desktops that the administrator has set up for you.
  Access RemoteApp and Desktop Connections
- Connect to PCs on your corporate network without setting up a VPN.
  Use a Remote Desktop Gateway server

WIN8LAP

6 Connect to remote PC: In the bottom field of the Remote Desktop app, type the name or IP address of the host computer that you want to connect to. Click Connect.



Enter your credentials

These credentials will be used to connect to win8lap.

Lance

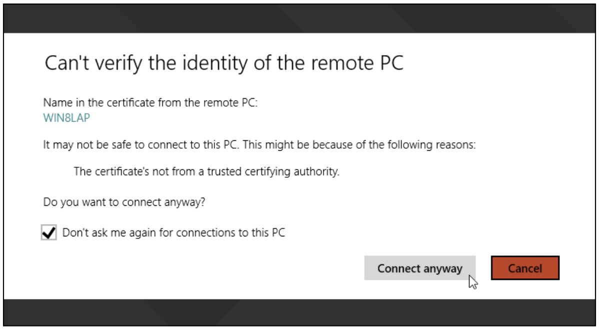
•••••••••••••

Domain:

☐ Remember my credentials

7 Enter credentials: Type the username and password of the account you want to use on the remote PC. This should be an account with administrative privileges on the host computer.

tip Remember to log in with an account that has administrative privileges on the host computer.



Can't verify the identity of the remote PC

Name in the certificate from the remote PC:
WIN8LAP

It may not be safe to connect to this PC. This might be because of the following reasons:

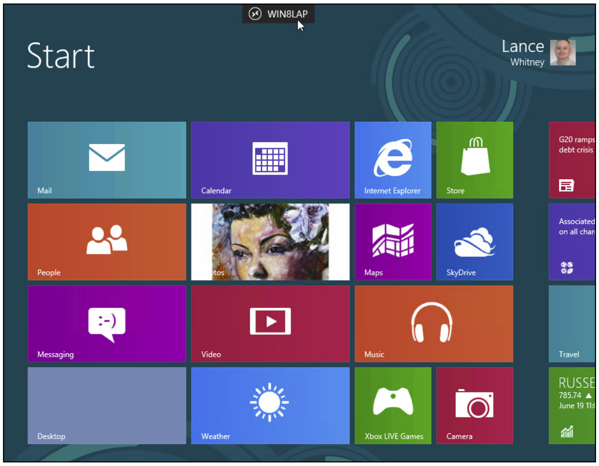
The certificate's not from a trusted certifying authority.

Do you want to connect anyway?

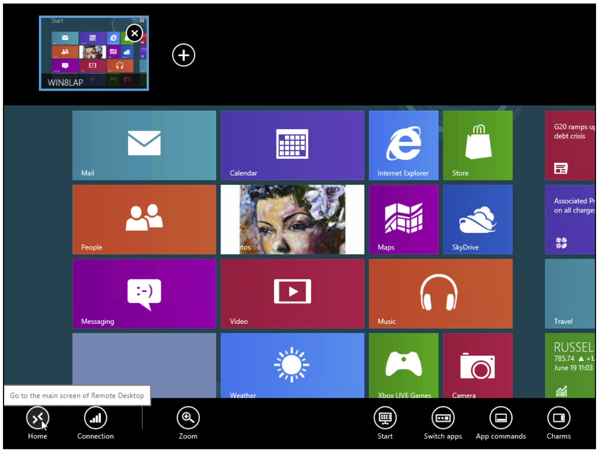
☑ Don't ask me again for connections to this PC

Connect anyway
Cancel

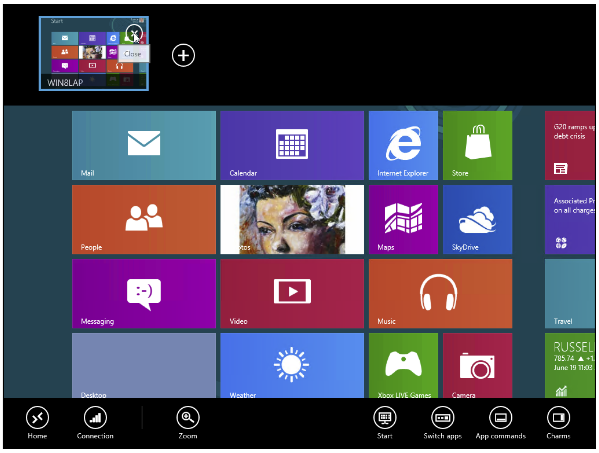
8 Verify PC: You may receive a message saying that Windows cannot verify the identity of the remote PC. Select the Don't ask me again for connections to this PC check box and click Connect anyway.


WIN8LAP
Start
Lance
Whitney
Mail
Calendar
Internet Explorer
Store
G20 ramps debt crisis
People
Maps
SkyDrive
Associated on all char
Messaging
Video
Music
Travel
Desktop
Weather
Xbox LIVE Games
Camera
RUSSE
785.74
June 19

9 Use the remote PC: You should now be able to use your mouse and keyboard to navigate the remote PC, open applications, run commands, and work with files on the host computer.


Start
WIN8LAP
Mail
Calendar
Internet Explorer
Store
G20 ramps up debt crisis
People
Photos
Maps
SkyDrive
Associated Pr on all charge
Messaging
Video
Music
Travel
Weather
Xbox LIVE Games
Camera
RUSSEL
785.74 ▲ +1.
June 19 11:03
Go to the main screen of Remote Desktop
Home
Connection
Zoom
Start
Switch apps
App commands
Charms

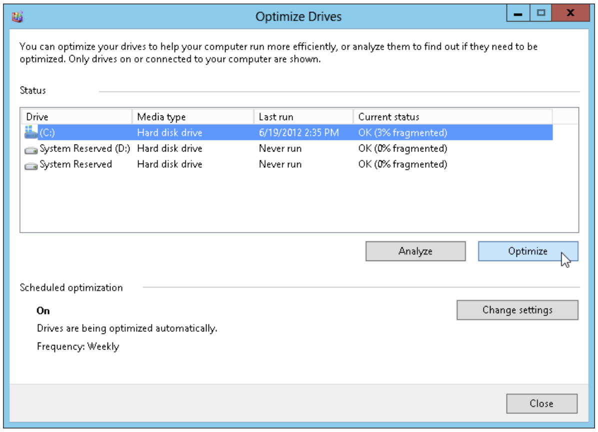
10 Use the toolbar: Click the Remote Desktop toolbar at the top of the screen. Click the Home button to return to the Home screen of the Remote Desktop app. Click the Connection button to display the status of your connection. Click the Zoom button to zoom into the screen. Click the Start button to go to the Start screen on the remote PC. Click the App commands button to display the app bar.


Start
WIN8LAP
Close
Mail
Calendar
Internet Explorer
Store
G20 ramps up debt crisis
People
Photos
Maps
SkyDrive
Associated Pr on all charge
Messaging
Video
Music
Travel
Desktop
Weather
Xbox LIVE Games
Camera
RUSSEL
785.74 ▲ +1.
June 19 11:03
Home
Connection
Zoom
Start
Switch apps
App commands
Charms

11 Disconnect from remote PC: Click the Remote Desktop toolbar at the top middle of the screen. Click the X of the thumbnail for your current remote session to close and disconnect it. Close the Remote Desktop app.

Quick Fixes

Defragmenting Your Hard Drive



Optimize Drives

You can optimize your drives to help your computer run more efficiently, or analyze them to find out if they need to be optimized. Only drives on or connected to your computer are shown.

Status

Drive	Media type	Last run	Current status
(C:)	Hard disk drive	6/19/2012 2:35 PM	OK (3% fragmented)
System Reserved (D:)	Hard disk drive	Never run	OK (0% fragmented)
System Reserved	Hard disk drive	Never run	OK (0% fragmented)

Analyze Optimize

Scheduled optimization

On

Drives are being optimized automatically.

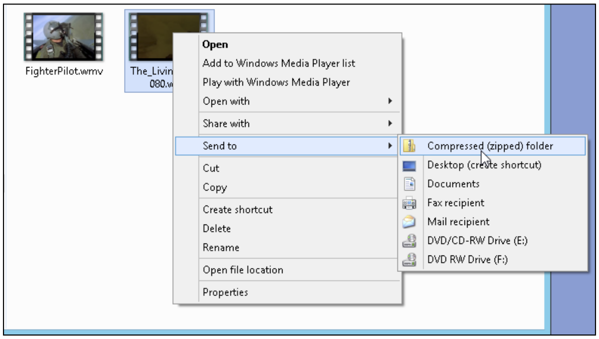
Frequency: Weekly

Change settings

Close

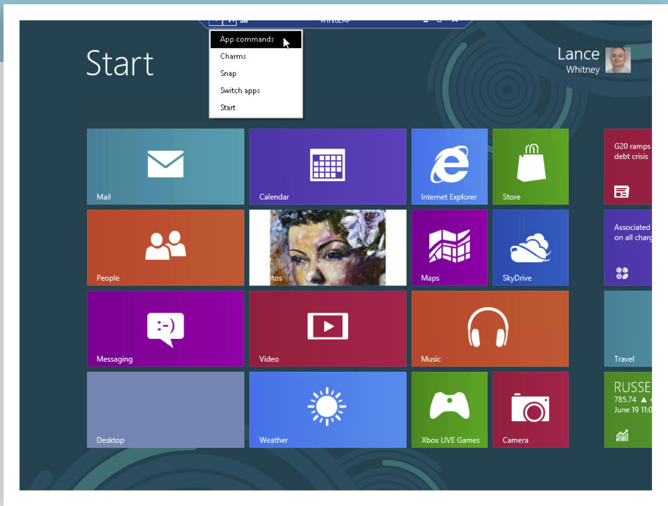
Open Control Panel. Click the System and Security category. Under Administrative Tools, select defragment and optimize your drives. Select the drive you want to defragment if more than one drive exists. Click Analyze. If the drive is severely defragmented, click Optimize.

Compressing a File

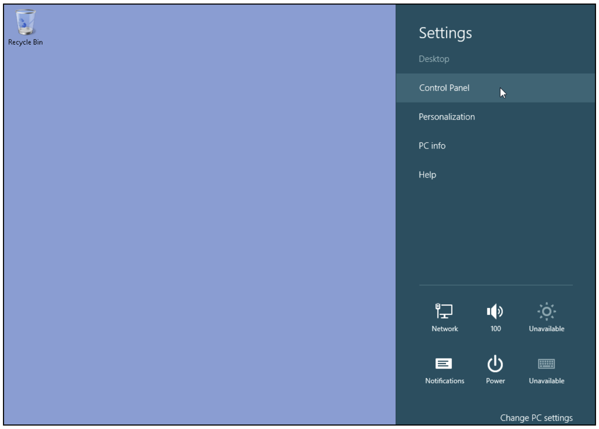

FighterPilot.wmv
The_Livin
080.w
Open
Add to Windows Media Player list
Play with Windows Media Player
Open with
Share with
Send to
Cut
Copy
Create shortcut
Delete
Rename
Open file location
Properties
Compressed (zipped) folder
Desktop (create shortcut)
Documents
Fax recipient
Mail recipient
DVD/CD-RW Drive (E:)
DVD RW Drive (F:)

In File Explorer, right-click on the file you want to compress. Move your mouse to the Send to option and select Compressed (zipped) folder. The file is then compressed using the Zip format.

Using the Remote Desktop Connection Tool

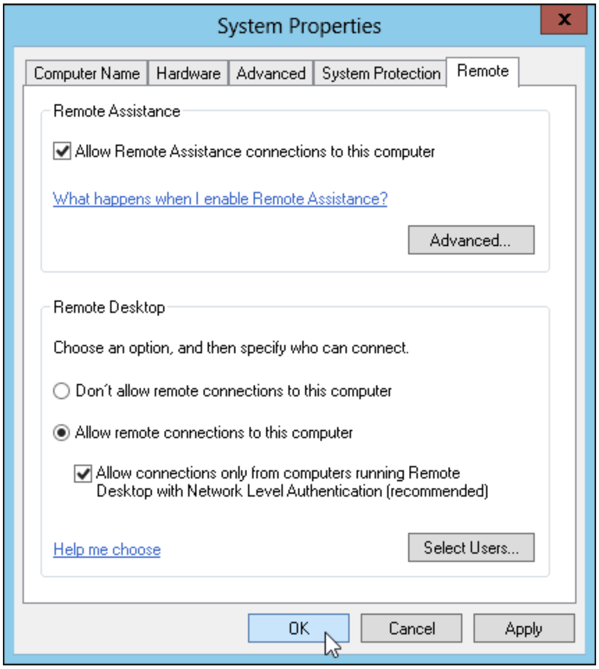

Start
Lance
Whitney
App commands
Charms
Snap
Switch apps
Start
Mail
Calendar
Internet Explorer
Store
G20 ramps debt crisis
People
Maps
SkyDrive
Associated on all charg
Messaging
Video
Music
Travel
Desktop
Weather
Xbox LIVE Games
Camera
RUSSE
785.74
June 19 11:0

The Remote Desktop Connection tool in Windows lets you connect to and control a remote PC. This can be helpful if you need to access a computer in another location. You can also use the RDC tool to troubleshoot and resolve problems on a computer owned by a friend or family member or someone else in need of your expertise. Windows 8 offers a Windows 8-based Remote Desktop app with the ability to connect to a remote PC. But the standard Remote Desktop Connection tool is also available if you do not want to use the Windows 8 version. To serve as a Remote Desktop host, the Windows 8 PC must be running Windows 8 Professional. This task explains how to use the standard Remote Desktop tool.


Recycle Bin
Settings
Desktop
Control Panel
Personalization
PC info
Help
Network
100
Unavailable
Notifications
Power
Unavailable
Change PC settings

1 Open Control Panel on the host: Boot up the host computer. Open the desktop on the host computer. Hover your mouse in the lower-right hot corner to display the Charms bar. Click the Settings charm. Click Control Panel at the top of the pane.

tip To serve as a remote desktop host, the PC must be running Windows 8 Professional.


System Properties
Computer Name
Hardware
Advanced
System Protection
Remote
Remote Assistance
What happens when I enable Remote Assistance?
Advanced...
Remote Desktop
Help me choose
Select Users...
OK
Cancel
Apply

☑ Allow Remote Assistance connections to this computer

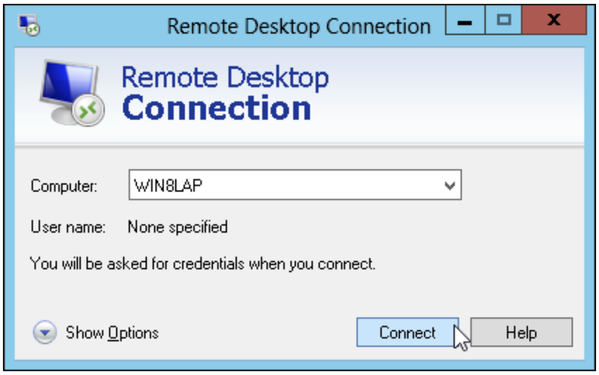
Choose an option, and then specify who can connect.

○ Don't allow remote connections to this computer

● Allow remote connections to this computer

☑ Allow connections only from computers running Remote Desktop with Network Level Authentication (recommended)

2 Set up access on host: From Control Panel, click the System and Security category. From the System section, select the Allow remote access option. In the System Properties window, select the Allow remote connections to this computer radio button. Leave the Allow connections only from computers running Remote Desktop with Network Level Authentication check box selected. Click OK.

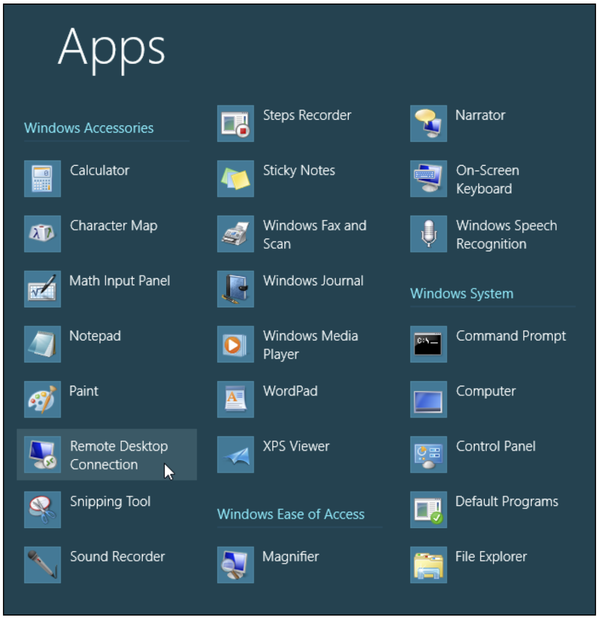

Remote Desktop Connection
Remote Desktop
Connection
Show Options
Connect
Help

Computer: WIN8LAP

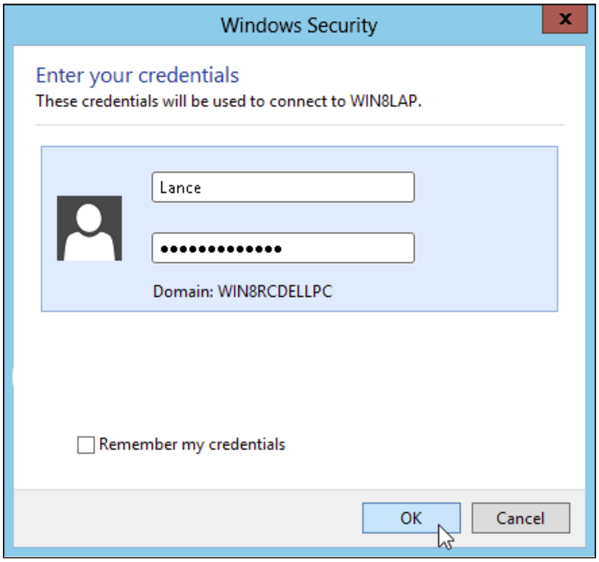
User name: None specified

You will be asked for credentials when you connect.

4 Connect to the remote computer: In the Remote Desktop Connection window, type the name or IP address of the host computer that you want to access. Click Connect.


Apps
Windows Accessories
Calculator
Character Map
Math Input Panel
Notepad
Paint
Remote Desktop Connection
Snipping Tool
Sound Recorder
Steps Recorder
Sticky Notes
Windows Fax and Scan
Windows Journal
Windows Media Player
WordPad
XPS Viewer
Windows Ease of Access
Magnifier
Narrator
On-Screen Keyboard
Windows Speech Recognition
Windows System
Command Prompt
Computer
Control Panel
Default Programs
File Explorer

3 Open Remote Desktop Connection app: On the guest computer, open the Apps screen by right-clicking any empty area of the Start screen and clicking the All apps icon on the app bar. In the Windows Accessories category, click the Remote Desktop Connection tile.


Windows Security
OK
Cancel

Enter your credentials

These credentials will be used to connect to WIN8LAP.

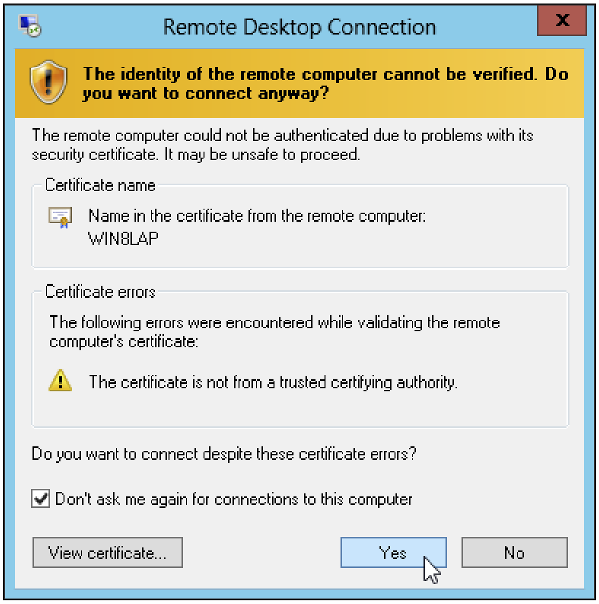
Lance

•••••••••••••

Domain: WIN8RCDELLPC

☐ Remember my credentials

5 Enter credentials: Type the username and password of the account you want to use on the remote PC. This should be an account with administrative privileges on the host computer.



Remote Desktop Connection

The identity of the remote computer cannot be verified. Do you want to connect anyway?

The remote computer could not be authenticated due to problems with its security certificate. It may be unsafe to proceed.

Certificate name

Name in the certificate from the remote computer:
WIN8LAP

Certificate errors

The following errors were encountered while validating the remote computer's certificate:

The certificate is not from a trusted certifying authority.

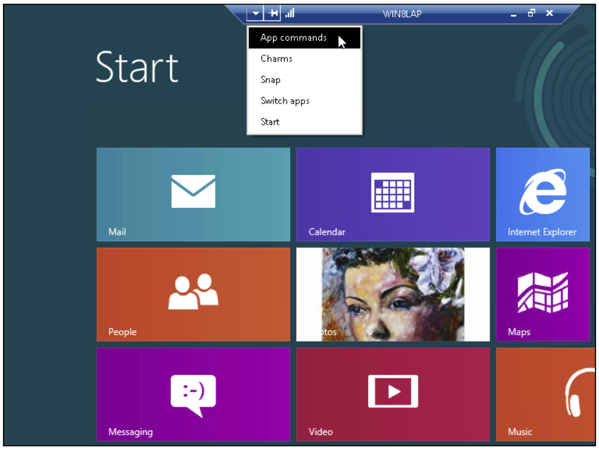
Do you want to connect despite these certificate errors?

☑ Don't ask me again for connections to this computer

View certificate...
Yes
No

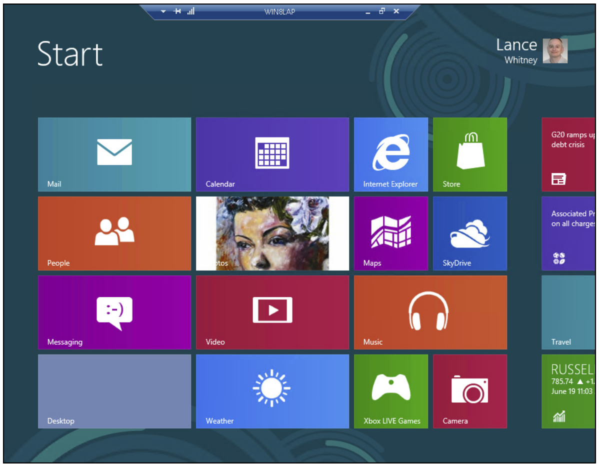
6 Verify PC:

You may receive a message saying that Windows can't verify the identity of the remote computer. Select the Don't ask me again for connections to this computer check box and click Yes to connect.


WIN8LAP
Start
App commands
Charms
Snap
Switch apps
Start
Mail
Calendar
Internet Explorer
People
tos
Maps
Messaging
Video
Music

8 Open different features:

Click the down arrow of the Remote Desktop Connection toolbar at the top. The App commands option displays the app bar, the Charms option displays the Charms bar, the Snap option snaps an application to the left or right, the Switch apps option switches to a different open app, and the Start option switches to the Start screen.

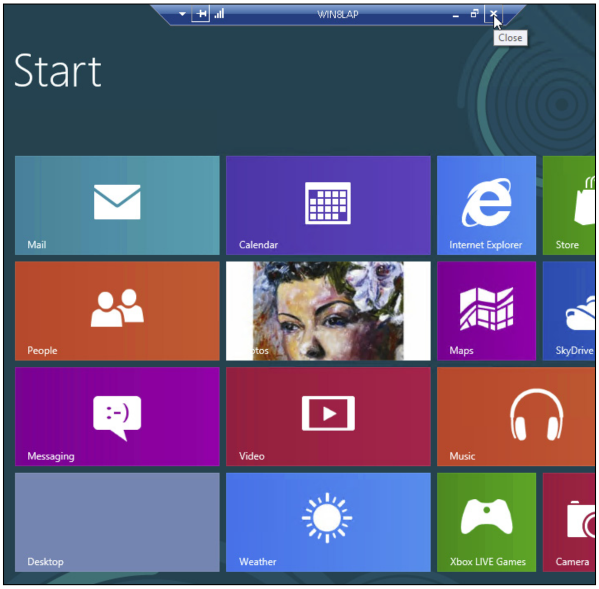

WIN8LAP
Start
Lance
Whitney
Mail
Calendar
Internet Explorer
Store
G20 ramps up debt crisis
People
tos
Maps
SkyDrive
Associated Pr on all charge
Messaging
Video
Music
Travel
Desktop
Weather
Xbox LIVE Games
Camera
RUSSEL
785.74 ▲ +1.
June 19 11:03

7 Use the remote PC:

You should now see the screen of the remote computer on the guest. You can use your mouse and keyboard to move around the screen, launch applications, and open files on the host computer.

tip If the toolbar disappears, hover your mouse at the top of the screen to make it reappear.

tip Click the pin button on the Remote Desktop Connection toolbar to turn off the display of the toolbar.


WIN8LAP
Close
Start
Mail
Calendar
Internet Explorer
Store
People
Photos
Maps
SkyDrive
Messaging
Video
Music
Desktop
Weather
Xbox LIVE Games
Camera

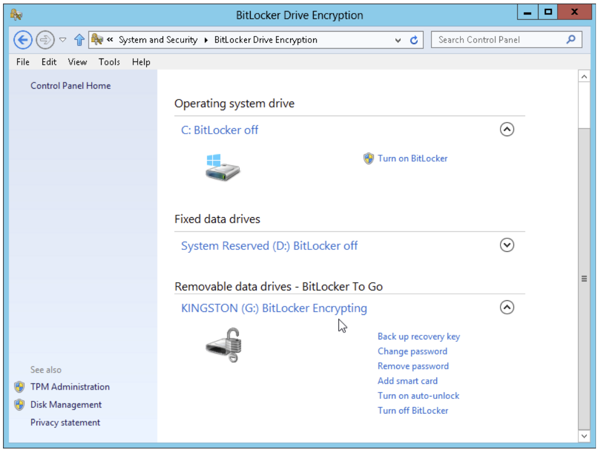
9 Close the Remote Desktop Connection: Click the X on the Remote Desktop Connection toolbar to disconnect from the remote computer. Windows displays a dialog box saying that your remote session will be disconnected. Click OK.

tip Double-click any empty area of the Remote Desktop Connection toolbar to switch between a full-screen window and a smaller window.

tip Click the Connection icon on the Remote Desktop Connection toolbar to display the status of your connection.

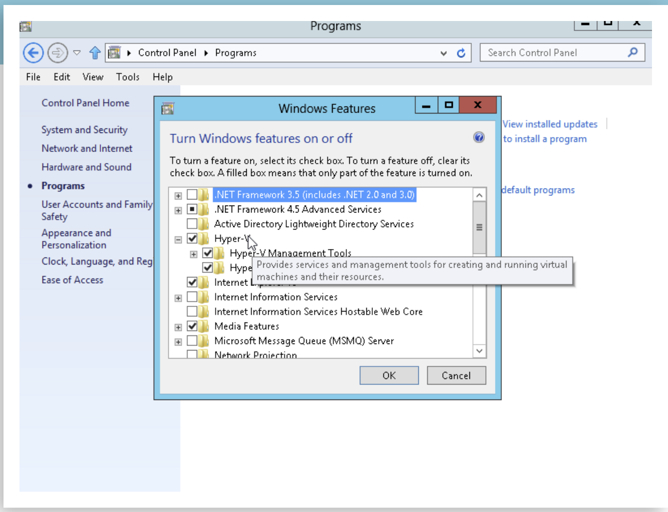
Quick Fix

Securing Your USB Drives with BitLocker


BitLocker Drive Encryption
« System and Security ▸ BitLocker Drive Encryption
Search Control Panel
File Edit View Tools Help
Control Panel Home
Operating system drive
C: BitLocker off
Turn on BitLocker
Fixed data drives
System Reserved (D:) BitLocker off
Removable data drives - BitLocker To Go
KINGSTON (G:) BitLocker Encrypting
Back up recovery key
Change password
Remove password
Add smart card
Turn on auto-unlock
Turn off BitLocker
See also
TPM Administration
Disk Management
Privacy statement

Open Control Panel. Click System and Security. Click BitLocker Drive Encryption. Insert the USB drive you want to encrypt. Click the name of the USB drive. Click Turn on BitLocker. Type a password to unlock the drive, noting the requirements. Type the password again. Click Next. Choose how you want to back up your recovery key. After the key has been backed up, click Next. Choose how much of the drive to encrypt. Click Next. Click the Start encrypting button. Click Close when the encryption is complete. Note that BitLocker is available only in Windows 8 Pro.

Installing Hyper-V to Create Virtual Machines


Programs
Control Panel ▸ Programs
Search Control Panel
File Edit View Tools Help
Control Panel Home
System and Security
Network and Internet
Hardware and Sound
Programs
User Accounts and Family Safety
Appearance and Personalization
Clock, Language, and Reg
Ease of Access
View installed updates
to install a program
default programs
Windows Features
OK
Cancel

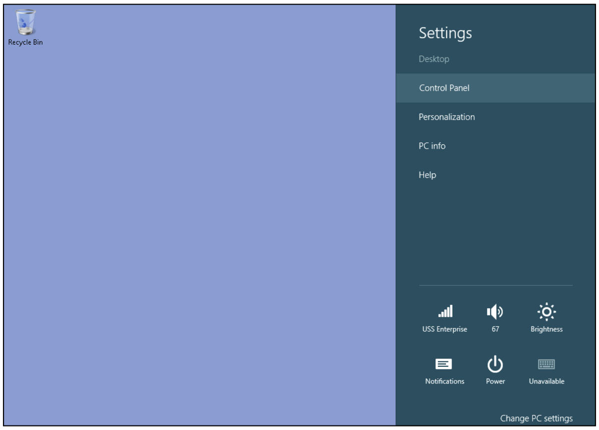
Turn Windows features on or off

To turn a feature on, select its check box. To turn a feature off, clear its check box. A filled box means that only part of the feature is turned on.

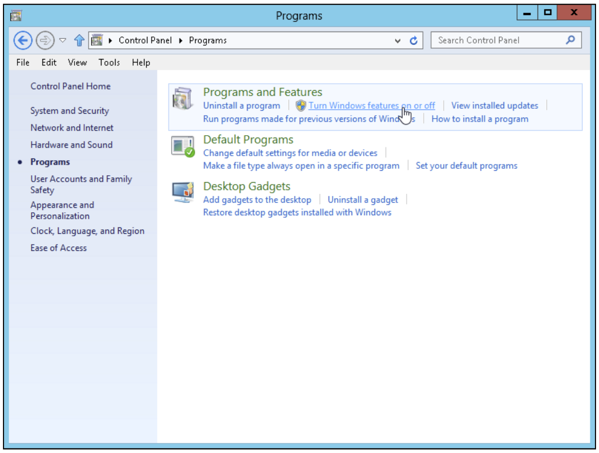
- ☐ .NET Framework 3.5 (includes .NET 2.0 and 3.0)
- ■ .NET Framework 4.5 Advanced Services
- ☐ Active Directory Lightweight Directory Services
- ☑ Hyper-V
  - ☑ Hyper-V Management Tools
  - ☑ Hype
- ☑ Internet
- ☐ Internet Information Services
- ☐ Internet Information Services Hostable Web Core
- ☑ Media Features
- ☐ Microsoft Message Queue (MSMQ) Server
- ☐ Network Projection

Provides services and management tools for creating and running virtual machines and their resources.

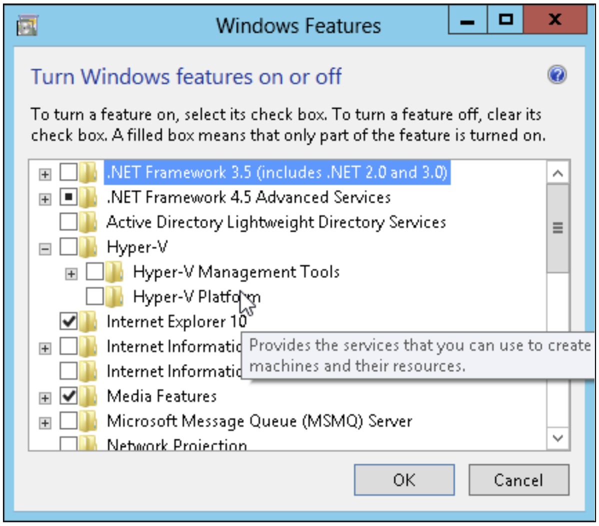
Hyper-V is a feature that lets you create virtual machines to run other operating systems within Windows 8. With Hyper-V, you can set up, run, and manage multiple virtual machines for different versions of Windows or other operating systems. You may want to set up virtual machines to test applications and features from other operating systems or run applications that may not be compatible with Windows 8. Unfortunately, Hyper-V requires a certain type of processor and may not be compatible with older computers. It is also available only in Windows 8 Professional. For those of you with computers that can run this virtual machine tool, this task explains how to install Hyper-V.


Recycle Bin
Settings
Desktop
Control Panel
Personalization
PC info
Help
USS Enterprise
67
Brightness
Notifications
Power
Unavailable
Change PC settings

1 Open Control Panel: Open the desktop. Hover your mouse in the lower-right hot corner to display the Charms bar. Click the Settings charm. Click Control Panel at the top of the pane.


Programs
Control Panel ▸ Programs
Search Control Panel
File Edit View Tools Help
Control Panel Home
System and Security
Network and Internet
Hardware and Sound
Programs
User Accounts and Family Safety
Appearance and Personalization
Clock, Language, and Region
Ease of Access
Programs and Features
Uninstall a program
Turn Windows features on or off
View installed updates
Run programs made for previous versions of Windows
How to install a program
Default Programs
Change default settings for media or devices
Make a file type always open in a specific program
Set your default programs
Desktop Gadgets
Add gadgets to the desktop
Uninstall a gadget
Restore desktop gadgets installed with Windows

2 Turn Windows features on or off: From Control Panel, click the Programs category. Click the Turn Windows features on or off link under the Programs and Features section.



Windows Features

Turn Windows features on or off

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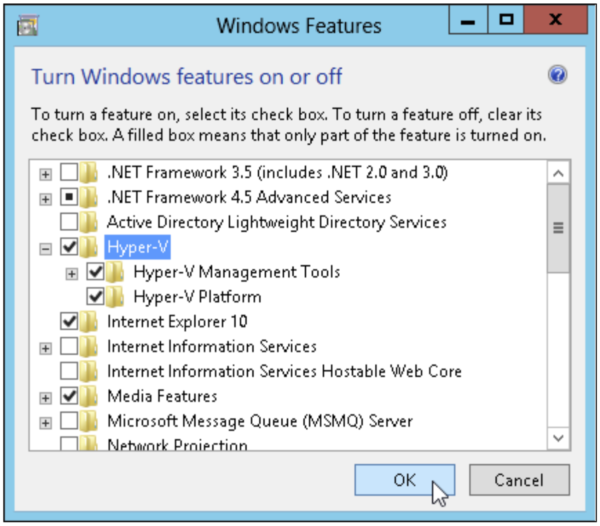
- ⊞ ☐ .NET Framework 3.5 (includes .NET 2.0 and 3.0)
- ⊞ ■ .NET Framework 4.5 Advanced Services
- ☐ Active Directory Lightweight Directory Services
- ⊟ ☐ Hyper-V
  - ⊞ ☐ Hyper-V Management Tools
  - ☐ Hyper-V Platform
- ☑ Internet Explorer 10
- ⊞ ☐ Internet Informatic
- ☐ Internet Informatic
- ⊞ ☑ Media Features
- ⊞ ☐ Microsoft Message Queue (MSMQ) Server
- ☐ Network Projection

Provides the services that you can use to create machines and their resources.

3 See if your PC qualifies for Hyper-V:

Click the plus sign in front of Hyper-V. Hover your mouse over the Hyper-V Platform setting. If it is grayed out, a pop-up message appears that says “Hyper-V cannot be installed: The processor does not have the required virtualization capabilities.” If this is the case, click OK or Cancel to close the Windows Features screen. If the setting is not grayed out, you can proceed to the next step.



Windows Features

Turn Windows features on or off

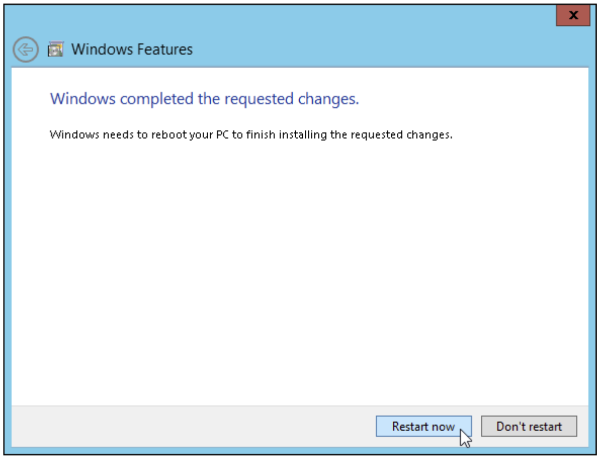
To turn a feature on, select its check box. To turn a feature off, clear its check box. A filled box means that only part of the feature is turned on.

- ⊞ ☐ .NET Framework 3.5 (includes .NET 2.0 and 3.0)
- ⊞ ■ .NET Framework 4.5 Advanced Services
- ☐ Active Directory Lightweight Directory Services
- ⊟ ☑ Hyper-V
  - ⊞ ☑ Hyper-V Management Tools
  - ☑ Hyper-V Platform
- ☑ Internet Explorer 10
- ⊞ ☐ Internet Information Services
- ☐ Internet Information Services Hostable Web Core
- ⊞ ☑ Media Features
- ⊞ ☐ Microsoft Message Queue (MSMQ) Server
- ☐ Network Projection

4 Install Hyper-V:

Select the Hyper-V check box. The check boxes for Hyper-V Management Tools and Hyper-V Platform are also selected. Click OK to install Hyper-V.

tip The next task explains how to use Hyper-V to create a virtual machine.



Windows Features

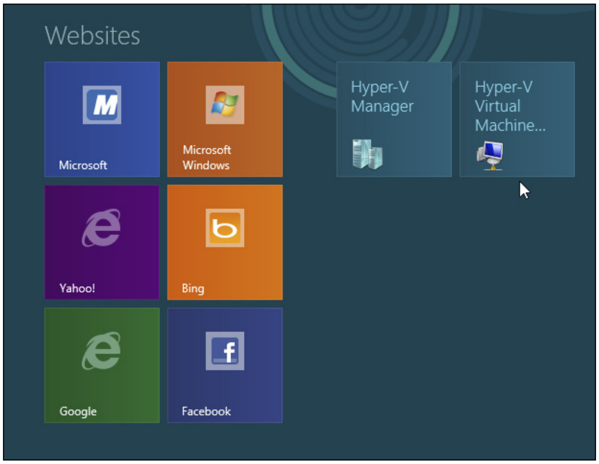
Windows completed the requested changes.

Windows needs to reboot your PC to finish installing the requested changes.

5 Restart PC:

After Hyper-V is installed, a message appears that Windows completed the requested changes. Click Restart now to reboot your computer. Windows applies further changes and may reboot once more.

tip Hyper-V is available only in Windows 8 Professional.

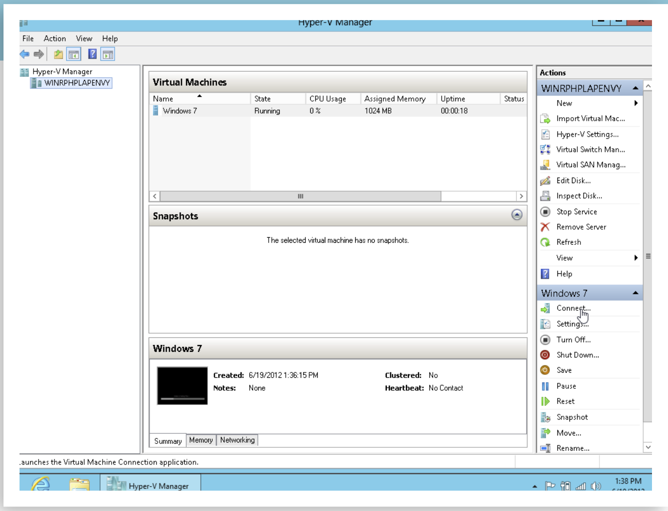


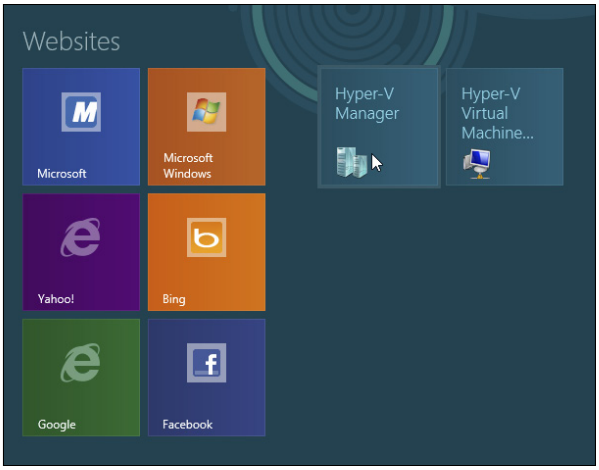
6 View Hyper-V tiles:

Log back in to Windows. Move to the right end of the Start screen. New tiles for Hyper-V Manager and Hyper-V Virtual Machine Connector appear.

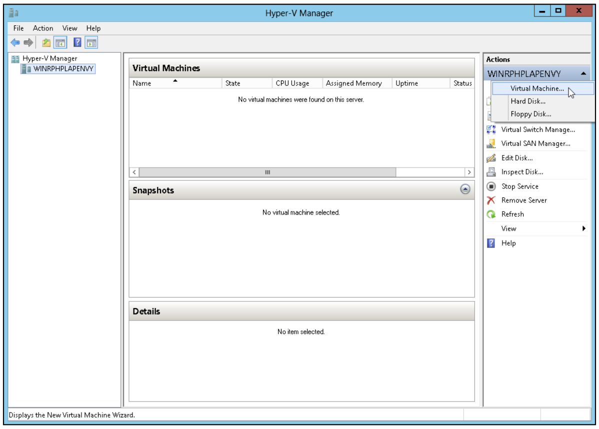
Using Hyper-V to Create Virtual Machines

Hyper-V is a feature that lets you create virtual machines to run other operating systems within Windows 8. With Hyper-V, you can set up, run, and manage multiple virtual machines for different versions of Windows or other operating systems. You may want to set up virtual machines to test applications and features from other operating systems or run applications that may not be compatible with Windows 8. The previous task explains how to install Hyper-V, so follow that one if you have not yet installed it. For those who have installed Hyper-V in Windows 8, this task explains how to use the tool to create a virtual machine.

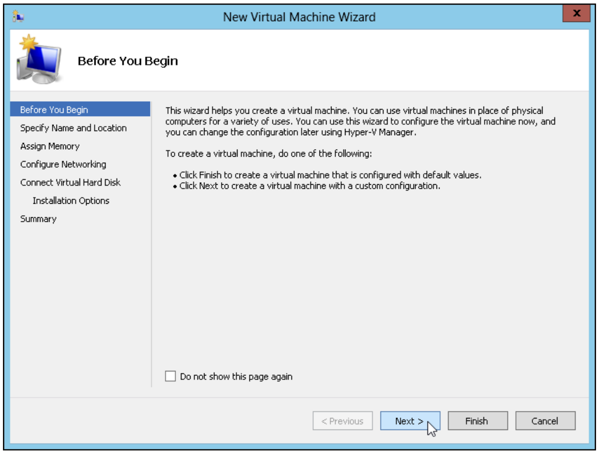

Hyper-V Manager
File Action View Help
Hyper-V Manager
WINRPHPLAPENVY
Virtual Machines
Name State CPU Usage Assigned Memory Uptime Status
Windows 7 Running 0 % 1024 MB 00:00:18
Snapshots
The selected virtual machine has no snapshots.
Windows 7
Created: 6/19/2012 1:36:15 PM
Notes: None
Clustered: No
Heartbeat: No Contact
Summary Memory Networking
Actions
WINRPHPLAPENVY
New
Import Virtual Mac...
Hyper-V Settings...
Virtual Switch Man...
Virtual SAN Manag...
Edit Disk...
Inspect Disk...
Stop Service
Remove Server
Refresh
View
Help
Windows 7
Connect...
Settings...
Turn Off...
Shut Down...
Save
Pause
Reset
Snapshot
Move...
Rename...
Launches the Virtual Machine Connection application.
Hyper-V Manager
1:38 PM


Websites
Microsoft
Microsoft Windows
Hyper-V Manager
Hyper-V Virtual Machine...
Yahoo!
Bing
Google
Facebook

1 Launch Hyper-V: Move to the right end of the Start screen where you see tiles for Hyper-V Manager and Hyper-V Virtual Machine Connector. Click the Hyper-V Manager tile.


Hyper-V Manager
File Action View Help
Hyper-V Manager
WINRPHPLAPENVY
Virtual Machines
Name State CPU Usage Assigned Memory Uptime Status
No virtual machines were found on this server.
Snapshots
No virtual machine selected.
Details
No item selected.
Actions
WINRPHPLAPENVY
Virtual Machine...
Hard Disk...
Floppy Disk...
Virtual Switch Manage...
Virtual SAN Manager...
Edit Disk...
Inspect Disk...
Stop Service
Remove Server
Refresh
View
Help
Displays the New Virtual Machine Wizard.

2 Create a virtual machine: In the Hyper-V Manager window, the name of your computer should already be highlighted in the left pane and in the Actions pane on the right. If it does not appear in the Actions pane, click the Connect to Server command in the Actions pane, select Local computer, and then click OK. From the Actions pane, click New, and then click Virtual Machine.


New Virtual Machine Wizard
Before You Begin
Before You Begin
Specify Name and Location
Assign Memory
Configure Networking
Connect Virtual Hard Disk
Installation Options
Summary
< Previous
Next >
Finish
Cancel

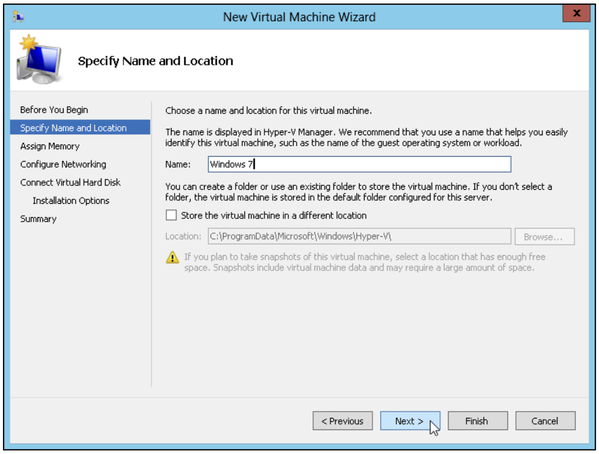
This wizard helps you create a virtual machine. You can use virtual machines in place of physical computers for a variety of uses. You can use this wizard to configure the virtual machine now, and you can change the configuration later using Hyper-V Manager.

To create a virtual machine, do one of the following:

- Click Finish to create a virtual machine that is configured with default values.
- Click Next to create a virtual machine with a custom configuration.

☐ Do not show this page again

3 Start the New Virtual Machine Wizard: At the Before You Begin screen of the New Virtual Machine Wizard, click Next.


New Virtual Machine Wizard
Specify Name and Location
Before You Begin
Specify Name and Location
Assign Memory
Configure Networking
Connect Virtual Hard Disk
Installation Options
Summary
Browse...
< Previous
Next >
Finish
Cancel

Choose a name and location for this virtual machine.

The name is displayed in Hyper-V Manager. We recommend that you use a name that helps you easily identify this virtual machine, such as the name of the guest operating system or workload.

Name: Windows 7

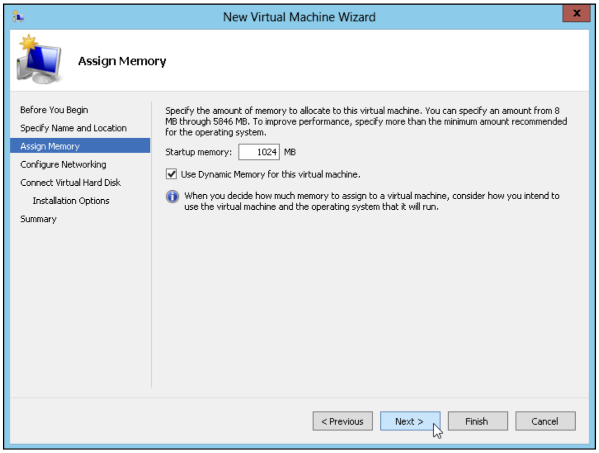
You can create a folder or use an existing folder to store the virtual machine. If you don't select a folder, the virtual machine is stored in the default folder configured for this server.

☐ Store the virtual machine in a different location

Location: C:\ProgramData\Microsoft\Windows\Hyper-V\

If you plan to take snapshots of this virtual machine, select a location that has enough free space. Snapshots include virtual machine data and may require a large amount of space.

4 Specify name and location: At the Specify Name and Location screen, type a name for your virtual machine. For this example, it is assumed that you are creating a virtual machine for Windows 7. Type **Windows 7** in the Name field. Click Next.


New Virtual Machine Wizard
Assign Memory
Before You Begin
Specify Name and Location
Assign Memory
Configure Networking
Connect Virtual Hard Disk
Installation Options
Summary
< Previous
Next >
Finish
Cancel

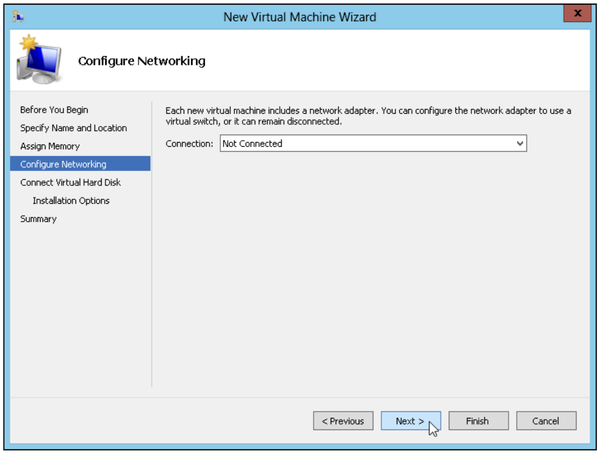
Specify the amount of memory to allocate to this virtual machine. You can specify an amount from 8 MB through 5846 MB. To improve performance, specify more than the minimum amount recommended for the operating system.

Startup memory: 1024 MB

☑ Use Dynamic Memory for this virtual machine.

When you decide how much memory to assign to a virtual machine, consider how you intend to use the virtual machine and the operating system that it will run.

5 Assign memory: At the Assign Memory screen, set the amount of start-up memory to at least 1024MB. You can also select the Use dynamic memory for this virtual machine check box, which allocates available memory to your virtual machines as needed. Click Next.

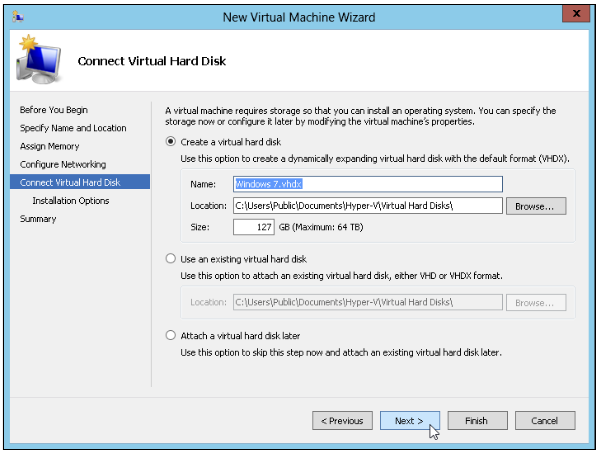

New Virtual Machine Wizard
Configure Networking
Before You Begin
Specify Name and Location
Assign Memory
Configure Networking
Connect Virtual Hard Disk
Installation Options
Summary
< Previous
Next >
Finish
Cancel

Each new virtual machine includes a network adapter. You can configure the network adapter to use a virtual switch, or it can remain disconnected.

Connection: Not Connected

6 Configure networking: At the Configure Networking screen, leave the Connection option as Not Connected. Click Next.

tip By clicking the Snapshot icon on the toolbar, you can take snapshots of the virtual machine to preserve it at certain states.


New Virtual Machine Wizard
Before You Begin
Specify Name and Location
Assign Memory
Configure Networking
Connect Virtual Hard Disk
Installation Options
Summary
Browse...
< Previous
Next >
Finish
Cancel

Connect Virtual Hard Disk

A virtual machine requires storage so that you can install an operating system. You can specify the storage now or configure it later by modifying the virtual machine's properties.

● Create a virtual hard disk

Use this option to create a dynamically expanding virtual hard disk with the default format (VHDX).

Name: Windows 7.vhdx

Location: C:\Users\Public\Documents\Hyper-V\Virtual Hard Disks\

Size: 127 GB (Maximum: 64 TB)

○ Use an existing virtual hard disk

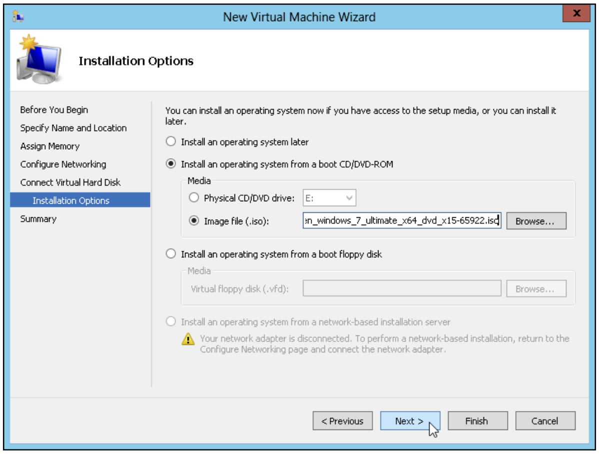
Use this option to attach an existing virtual hard disk, either VHD or VHDX format.

Location: C:\Users\Public\Documents\Hyper-V\Virtual Hard Disks\

○ Attach a virtual hard disk later

Use this option to skip this step now and attach an existing virtual hard disk later.

7 Connect virtual hard disk: At the Connect Virtual Hard Disk screen, type **Windows 7** in the Name field for the name of the VHDX file, if it is not already displayed. You do not need to type the vhdx extension; it is automatically added. Leave the other settings alone. Click Next.


New Virtual Machine Wizard
Before You Begin
Specify Name and Location
Assign Memory
Configure Networking
Connect Virtual Hard Disk
Installation Options
Summary
Browse...
Browse...
< Previous
Next >
Finish
Cancel

Installation Options

You can install an operating system now if you have access to the setup media, or you can install it later.

○ Install an operating system later

● Install an operating system from a boot CD/DVD-ROM

Media

○ Physical CD/DVD drive: E:

● Image file (.iso): :n_windows_7_ultimate_x64_dvd_x15-65922.iso

○ Install an operating system from a boot floppy disk

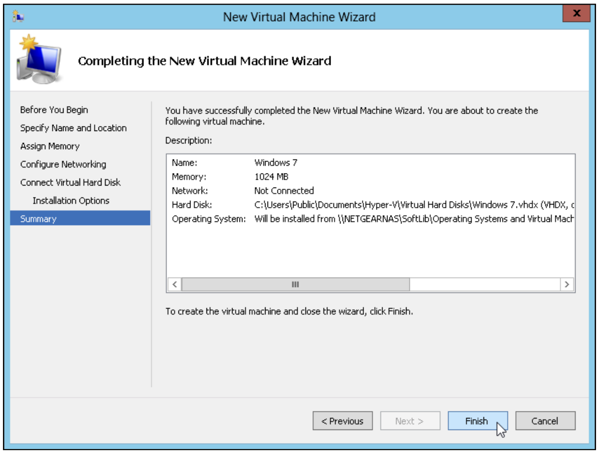
Media

Virtual floppy disk (.vfd):

○ Install an operating system from a network-based installation server

Your network adapter is disconnected. To perform a network-based installation, return to the Configure Networking page and connect the network adapter.

8 Choose installation options: At the Installation Options screen, select the Install an operating system from a boot CD/DVD-ROM radio button. You can either select the Physical CD/DVD drive setting and insert your Windows 7 installation disc, or select the Image file (.iso) setting and point to a downloaded ISO file of Windows 7. After you make your choice, click Next.


New Virtual Machine Wizard
Before You Begin
Specify Name and Location
Assign Memory
Configure Networking
Connect Virtual Hard Disk
Installation Options
Summary
< Previous
Next >
Finish
Cancel

Completing the New Virtual Machine Wizard

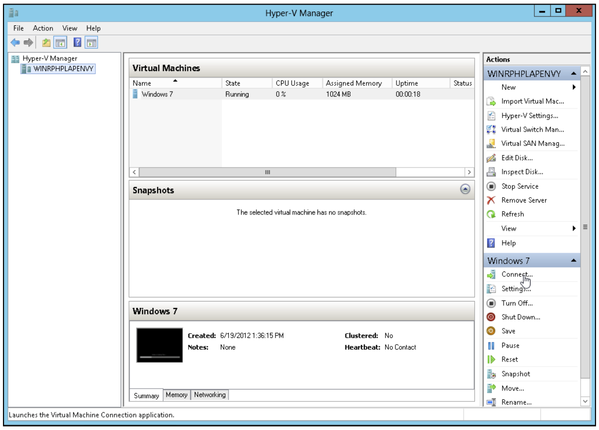
You have successfully completed the New Virtual Machine Wizard. You are about to create the following virtual machine.

Description:

Name: Windows 7
Memory: 1024 MB
Network: Not Connected
Hard Disk: C:\Users\Public\Documents\Hyper-V\Virtual Hard Disks\Windows 7.vhdx (VHDX, c
Operating System: Will be installed from \\NETGEARNAS\SoftLib\Operating Systems and Virtual Mach

To create the virtual machine and close the wizard, click Finish.

9 Review your options: At the Completing the New Virtual Machine Wizard screen, review your options. You can always click Previous to return to a prior screen and make any changes. If all the settings look correct, click Finish. Windows sets up the virtual disk for your operating system.


Hyper-V Manager
File
Action
View
Help
Hyper-V Manager
WINRPHPLAPENVY
Actions
WINRPHPLAPENVY
New
Import Virtual Mac...
Hyper-V Settings...
Virtual Switch Man...
Virtual SAN Manag...
Edit Disk...
Inspect Disk...
Stop Service
Remove Server
Refresh
View
Help
Windows 7
Connect...
Settings...
Turn Off...
Shut Down...
Save
Pause
Reset
Snapshot
Move...
Rename...
Summary
Memory
Networking

Virtual Machines

Name	State	CPU Usage	Assigned Memory	Uptime	Status
Windows 7	Running	0 %	1024 MB	00:00:18	

Snapshots

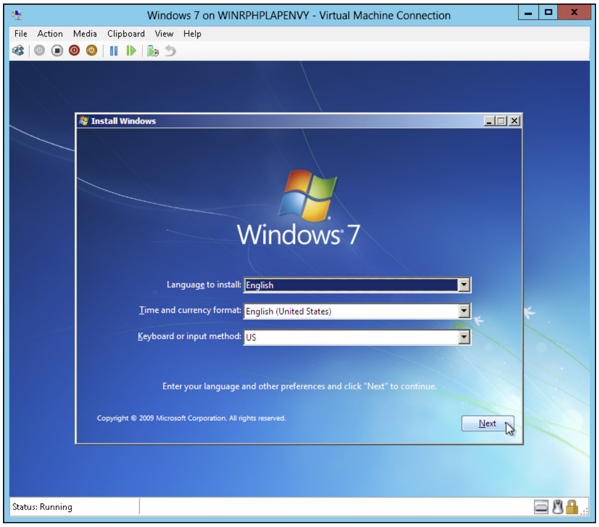
The selected virtual machine has no snapshots.

Windows 7

Created: 6/19/2012 1:36:15 PM
Notes: None
Clustered: No
Heartbeat: No Contact

Launches the Virtual Machine Connection application.

10 Start virtual machine: A new section appears in the lower-right pane with the name of your operating system (in this case, Windows 7). From this section, click Start, and then click Connect.


Windows 7 on WINRPHPLAPENVY - Virtual Machine Connection
File Action Media Clipboard View Help
Install Windows
Windows 7
Next

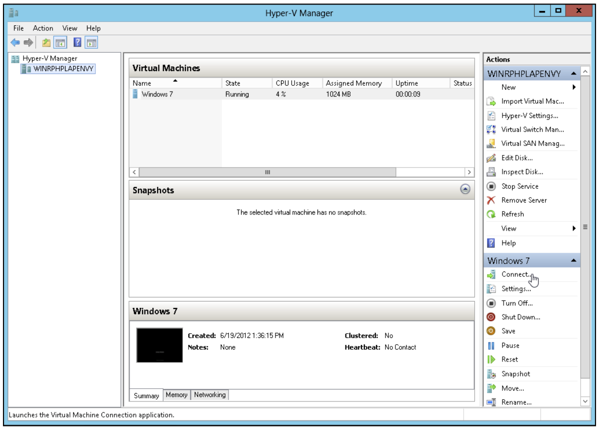
Language to install: English
Time and currency format: English (United States)
Keyboard or input method: US

Enter your language and other preferences and click "Next" to continue.

Copyright © 2009 Microsoft Corporation. All rights reserved.

Status: Running

11 Install the operating system: The installation process for the operating system now appears in the virtual machine window. Click the appropriate screens and settings to install the OS.


Hyper-V Manager
File Action View Help
Hyper-V Manager
WINRPHPLAPENVY
Virtual Machines
Snapshots
Windows 7
Summary
Memory
Networking
Actions
WINRPHPLAPENVY
New
Import Virtual Mac...
Hyper-V Settings...
Virtual Switch Man...
Virtual SAN Manag...
Edit Disk...
Inspect Disk...
Stop Service
Remove Server
Refresh
View
Help
Windows 7
Connect...
Settings...
Turn Off...
Shut Down...
Save
Pause
Reset
Snapshot
Move...
Rename...

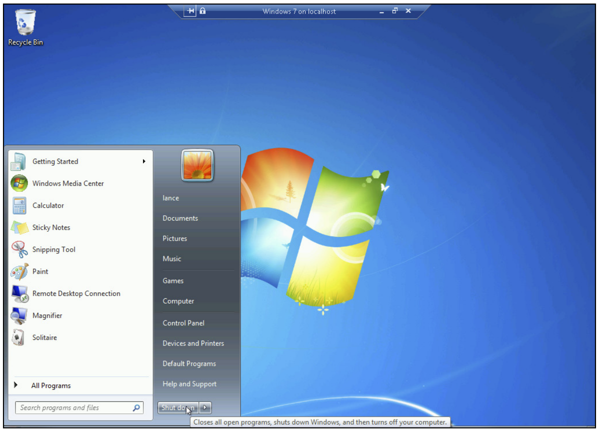
Name	State	CPU Usage	Assigned Memory	Uptime	Status
Windows 7	Running	4 %	1024 MB	00:00:09	

The selected virtual machine has no snapshots.

Created: 6/19/2012 1:36:15 PM
Notes: None
Clustered: No
Heartbeat: No Contact

Launches the Virtual Machine Connection application.

13 Launch the operating system: To launch the operating system in the virtual machine again, click Start in the Windows 7 section in the lower-right pane, and then click Connect. Windows 7 launches in its virtual machine.


Recycle Bin
Windows 7 on localhost
Getting Started
Windows Media Center
Calculator
Sticky Notes
Snipping Tool
Paint
Remote Desktop Connection
Magnifier
Solitaire
All Programs
Search programs and files
lance
Documents
Pictures
Music
Games
Computer
Control Panel
Devices and Printers
Default Programs
Help and Support
Shut down

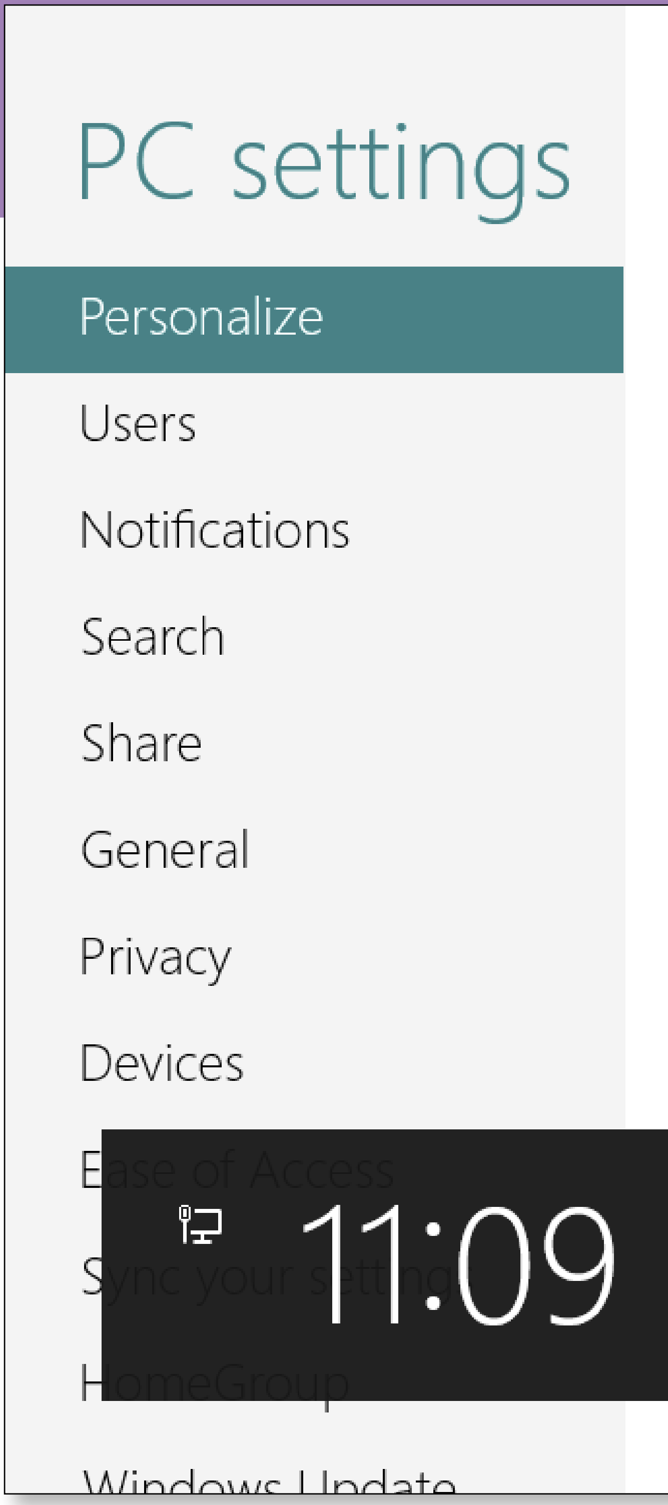
Closes all open programs, shuts down Windows, and then turns off your computer.

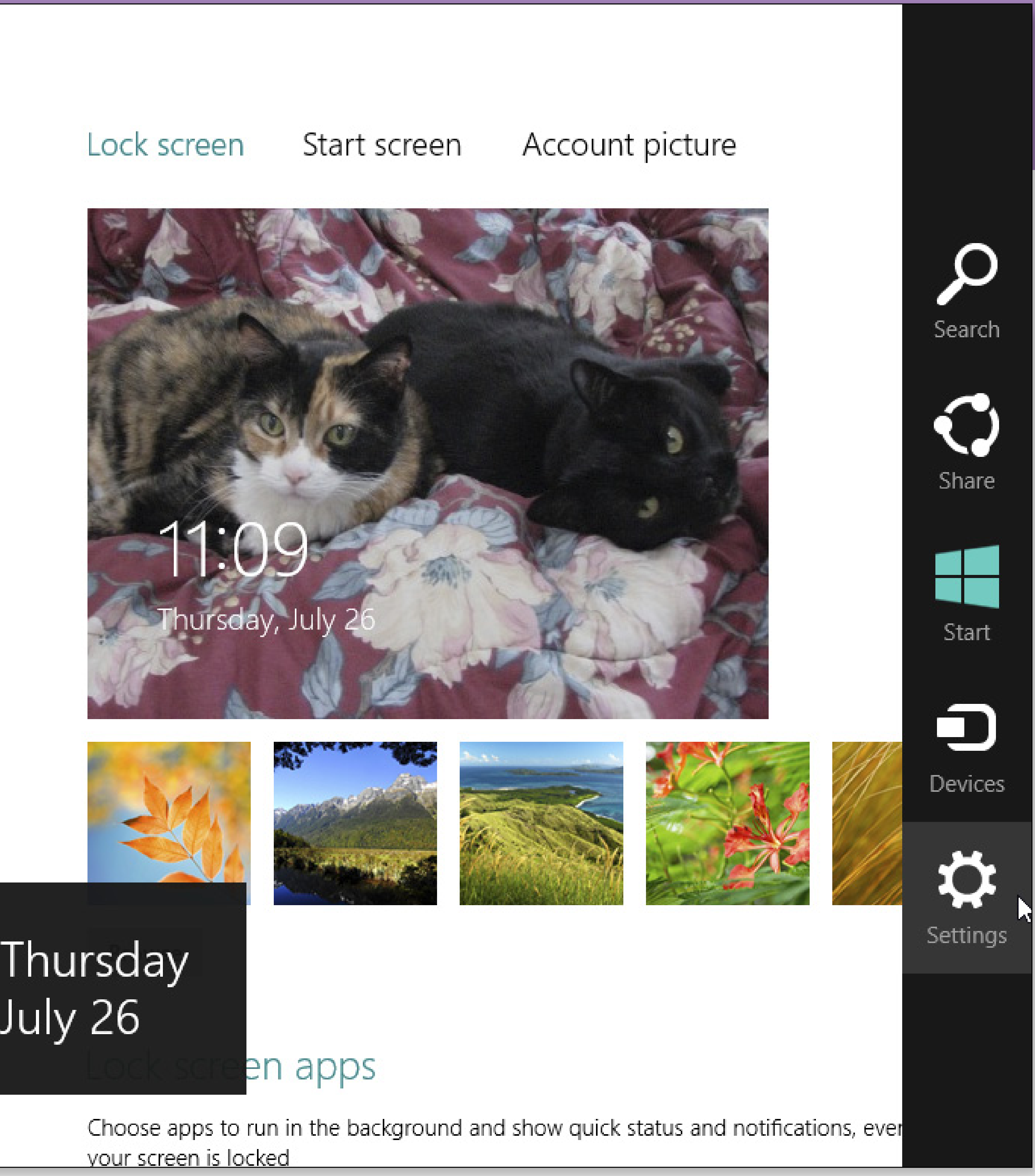
12 Shut down the operating system: After Windows 7 is installed and set up in the virtual machine, shut it down as you would normally; click the Start button and choose Shut down. You can then close the virtual window.

tip Hyper-V is available only in Windows 8 Professional.

Inquiring Minds

Find answers to many of the questions and challenges faced by Windows 8 users.


PC settings
Personalize
Users
Notifications
Search
Share
General
Privacy
Devices
Ease of Access
Sync your settings
HomeGroup
Windows Update
11:09


Lock screen   Start screen   Account picture

11:09
Thursday, July 26

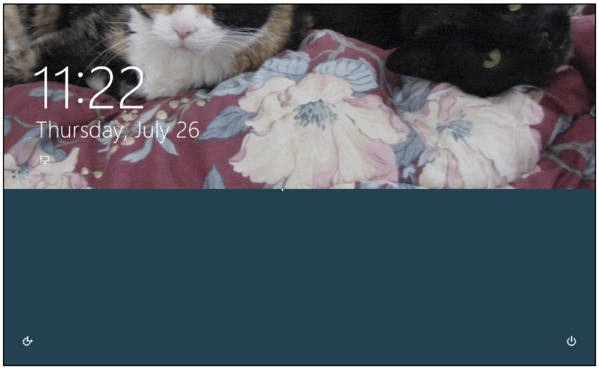
Thursday
July 26

Lock screen apps

Choose apps to run in the background and show quick status and notifications, ever
your screen is locked

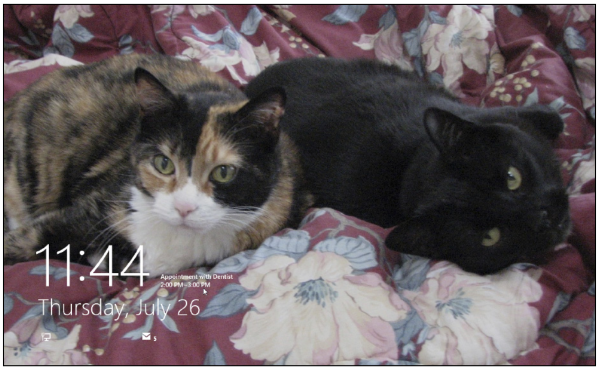
Search
Share
Start
Devices
Settings

Q & A


11:22
Thursday, July 26

Q: How do I get past the Lock screen to access the login screen?

A: You can drag the Lock screen up with your mouse or simply press the spacebar or any other key on your keyboard.

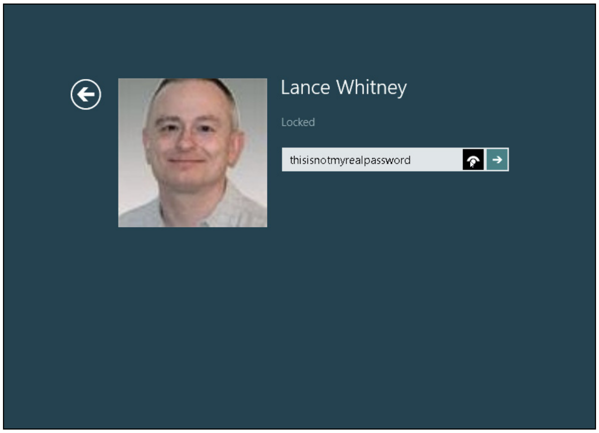

11:44
Appointment with Dentist
2:00 PM–3:00 PM
Thursday, July 26
5

Q: What is the purpose of the Lock screen?

A: The purpose of the Lock screen is to provide key information at a glance, so it displays the date and time as well as notifications for such apps as Mail and Calendar.

Q: I think I am typing the right password. Why is Windows not letting me log in?

A: You can confirm if you are typing the right password by clicking the eye icon to the left of the arrow at the login screen. That temporarily displays the characters of your password after you have typed them.



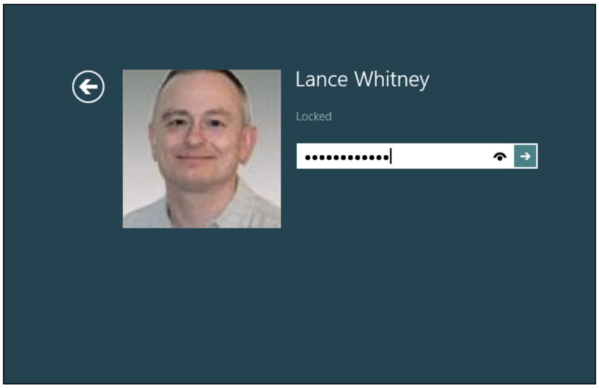
Lance Whitney

Locked

thisisnotmyrealpassword

Q: Can I sign in to Windows 8 without being online?

A: Yes. You can sign in to Windows 8 offline with your Microsoft account or a local account. All local applications will work; those that require an Internet connection will obviously not run.



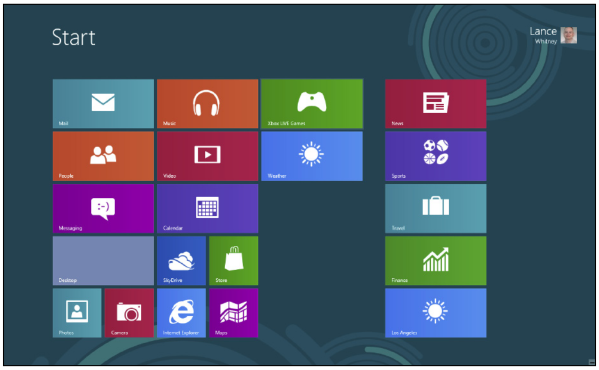
Lance Whitney

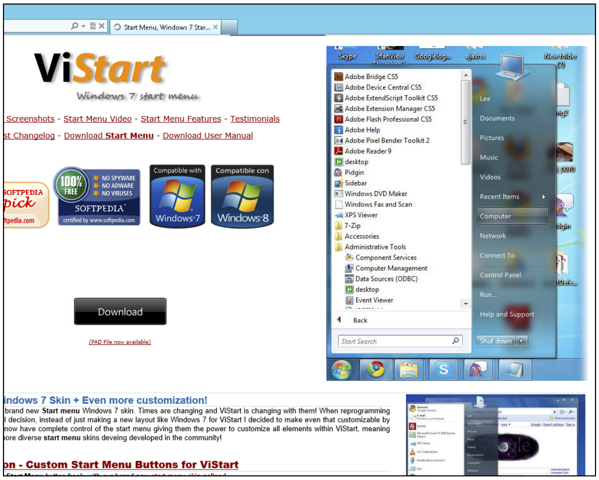
Locked

••••••••••••

Q: Where is the Start button?

A: Microsoft removed the Start button from the desktop in Windows 8, replacing it with the Start screen, which offers tiles to launch both Windows 8 apps and desktop apps.


Start
Lance
Whitney
Mail
Music
Xbox LIVE Games
News
People
Video
Weather
Sports
Messaging
Calendar
Travel
Desktop
SkyDrive
Store
Finance
Photos
Camera
Internet Explorer
Maps
Los Angeles


Start Menu, Windows 7 Star...
ViStart
Windows 7 start menu
Screenshots - Start Menu Video - Start Menu Features - Testimonials
st Changelog - Download Start Menu - Download User Manual
Compatible with
Windows 7
Compatible con
Windows 8
Download
(PAD File now available)
Adobe Bridge CS5
Adobe Device Central CS5
Adobe ExtendScript Toolkit CS5
Adobe Extension Manager CS5
Adobe Flash Professional CS5
Adobe Help
Adobe Pixel Bender Toolkit 2
Adobe Reader 9
desktop
Pidgin
Sidebar
Windows DVD Maker
Windows Fax and Scan
XPS Viewer
7-Zip
Accessories
Administrative Tools
Component Services
Computer Management
Data Sources (ODBC)
desktop
Event Viewer
Back
Start Search
Lee
Documents
Pictures
Music
Videos
Recent Items
Computer
Network
Connect To
Control Panel
Run...
Help and Support
Shut down

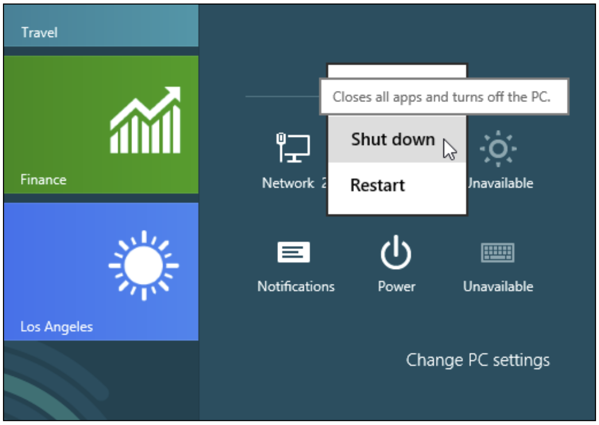
indows 7 Skin + Even more customization!

brand new **Start menu** Windows 7 skin. Times are changing and ViStart is changing with them! When reprogramming l decision, instead of just making a new layout like Windows 7 for ViStart I decided to make even that customizable by now have complete control of the start menu giving them the power to customize all elements within ViStart, meaning nore diverse **start menu** skins deveing developed in the community!

on - Custom Start Menu Buttons for ViStart

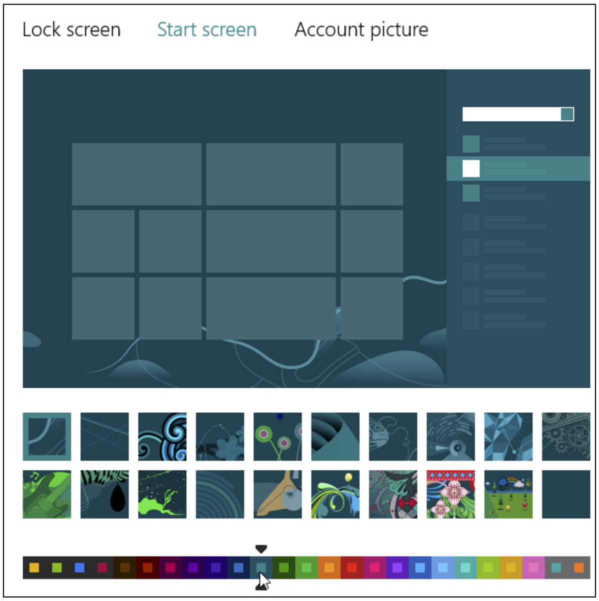
Q: How can I get the Start button back?

A: You cannot get the traditional Start button back. There are a few third-party utilities that replicate the classic Start button and menu, including StartMenu7 (www.startmenu7.com/index.html), ViStart (http://lee-soft.com/vistart), and Classic Shell (http://classicshell.sourceforge.net).


Travel
Finance
Los Angeles
Closes all apps and turns off the PC.
Shut down
Restart
Network 2
Unavailable
Notifications
Power
Unavailable
Change PC settings

Q: Where is the Shut down option?

A: Because the Start button no longer exists, the Shut down option has been moved. Open the Charms bar from any screen in Windows 8, click the Settings charm, click the Power icon, and then select Shut down from the pop-up menu.

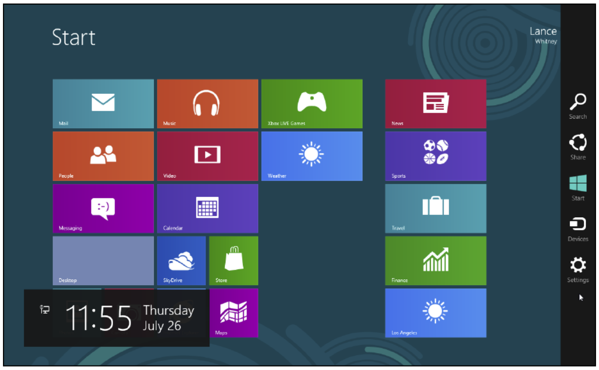

Lock screen
Start screen
Account picture

Q: Why can I not find an option to add my own image as background to the Start screen?

A: The Start screen allows you to only choose from a selection of background colors and styles; it does not let you use your own images.

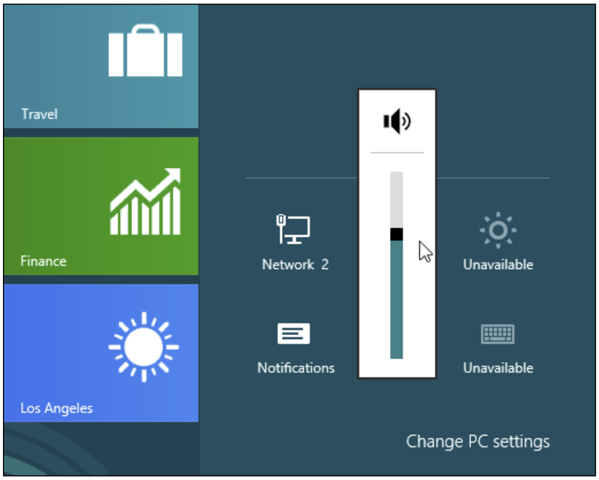
Q: How can I view the date and time? It used to appear in the lower-right corner in Windows 7.

A: You can still see the date and time in the lower-right corner of the Windows 8 desktop. To view the date and time on the Start screen or other screens, hover your mouse over the Charms bar, and the date and time appear in the lower left.


Start
Lance
Whitney
Mail
Music
Xbox LIVE Games
News
People
Video
Weather
Sports
Messaging
Calendar
Travel
Desktop
SkyDrive
Store
Finance
Maps
Los Angeles
11:55
Thursday
July 26
Search
Share
Start
Devices
Settings

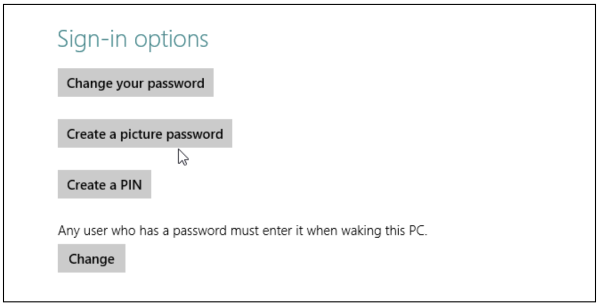
Q: Where can I find the volume control in Windows 8?

A: The volume control icon appears in the system tray on the desktop. To access it in the Windows 8 environment, open the Charms bar from any screen, click the Settings charm, and then click the Volume Control icon. A vertical bar appears that you can use to adjust the volume.


Travel
Finance
Los Angeles
Network 2
Unavailable
Notifications
Unavailable
Change PC settings

Q: What type of password protection does Windows 8 offer?

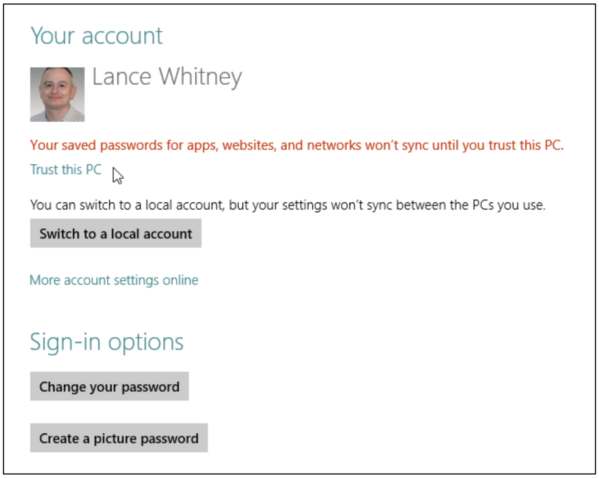
A: You can set up a regular text password, a PIN, and/or a picture password. A pin is a four-digit number that you can create. A picture password lets you draw gestures on any image of your choice in order to log in.


Sign-in options

Change your password
Create a picture password
Create a PIN

Any user who has a password must enter it when waking this PC.

Change


Your account

Lance Whitney

Your saved passwords for apps, websites, and networks won't sync until you trust this PC.

Trust this PC

You can switch to a local account, but your settings won't sync between the PCs you use.

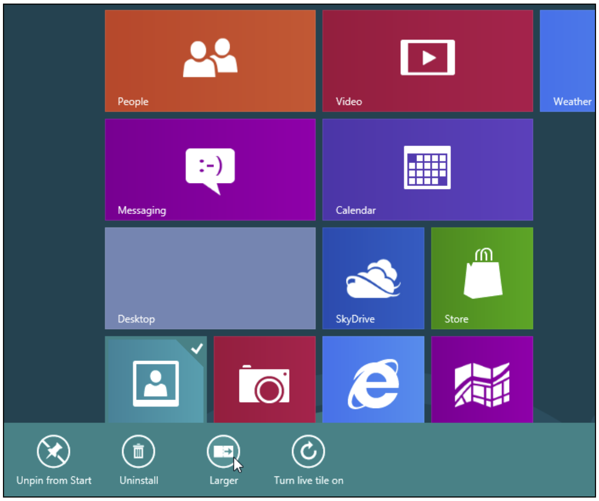
Switch to a local account
More account settings online

Sign-in options

Change your password
Create a picture password

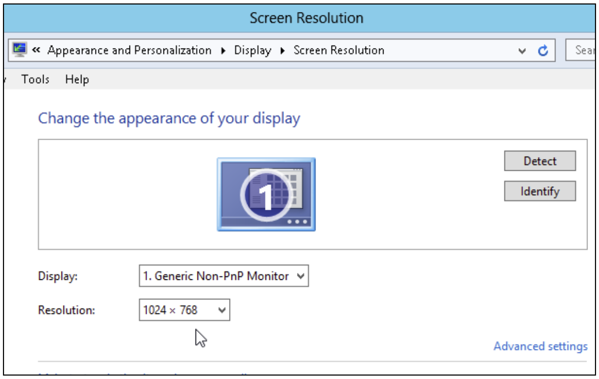
Q: Why does Windows 8 ask me to trust a PC?

A: Trusting a PC allows certain passwords to be synchronized among multiple Windows 8 computers.


People
Video
Weather
Messaging
Calendar
Desktop
SkyDrive
Store
Unpin from Start
Uninstall
Larger
Turn live tile on

Q: Can I resize a Start screen tile?

A: You cannot manually resize a tile as you can a desktop window, but you can change the size of a tile between a smaller square and a larger rectangle.


Screen Resolution

« Appearance and Personalization ▸ Display ▸ Screen Resolution

Tools
Help

Change the appearance of your display

Detect
Identify
1

Display: 1. Generic Non-PnP Monitor

Resolution: 1024 × 768

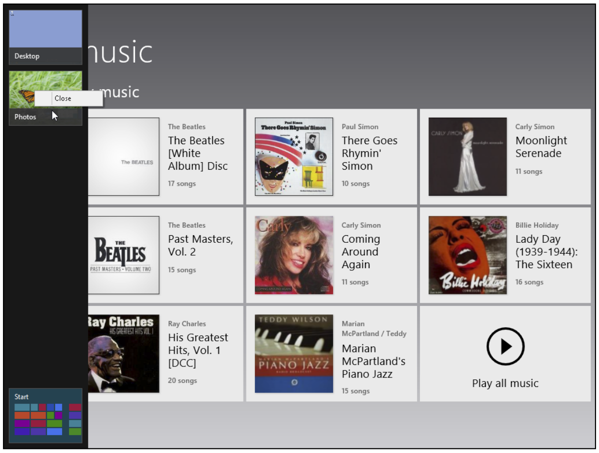
Advanced settings

Q: Why does nothing happen when I try to launch a Windows 8 app?

A: The problem could be your screen resolution. Windows 8 apps require a screen resolution of 1024 × 768 or higher. To check your resolution, open the desktop, right-click on any empty area of the screen, and select the Screen resolution option in the pop-up menu.

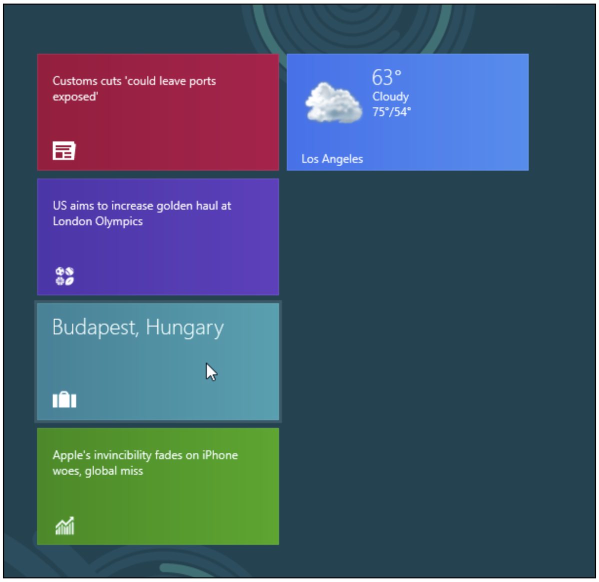
Q: When I right-click an app from the Task Switcher, why do the Snap left and Snap right commands not appear?

A: The problem could be your screen resolution. Snapping an app requires a resolution of at least 1366 × 768.


Desktop
Close
Photos
Start
music
music
The Beatles
The Beatles [White Album] Disc
17 songs
Paul Simon
There Goes Rhymin' Simon
10 songs
Carly Simon
Moonlight Serenade
11 songs
The Beatles
Past Masters, Vol. 2
15 songs
Carly Simon
Coming Around Again
11 songs
Billie Holiday
Lady Day (1939-1944): The Sixteen
16 songs
Ray Charles
His Greatest Hits, Vol. 1 [DCC]
20 songs
Marian McPartland / Teddy
Marian McPartland's Piano Jazz
15 songs
Play all music

Q: Can desktop applications take advantage of live tiles?

A: No. Only specific Windows 8 apps can work as live tiles. Live tiles display the latest news, information, and content for specific apps, such as Mail, Calendar, Weather, and People.

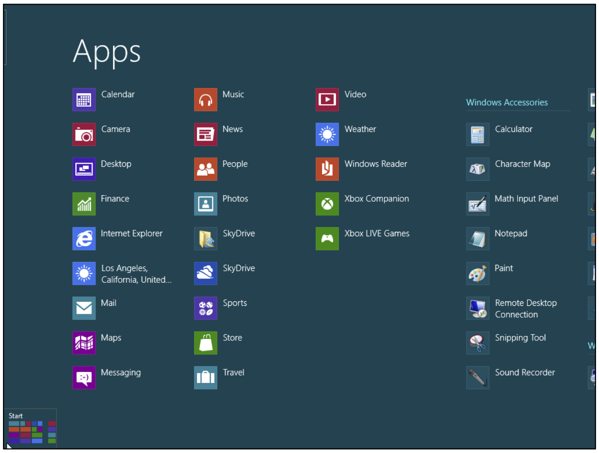

Customs cuts 'could leave ports exposed'

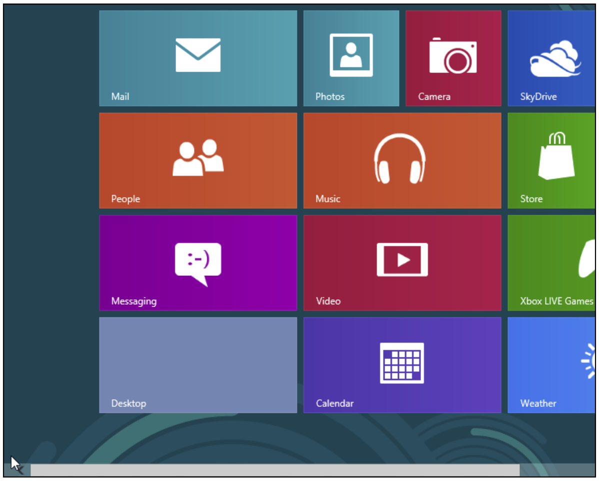
US aims to increase golden haul at London Olympics

Apple's invincibility fades on iPhone woes, global miss
63°
Cloudy
75°/54°
Los Angeles
Budapest, Hungary

Q: How do I minimize or close the Apps screen?

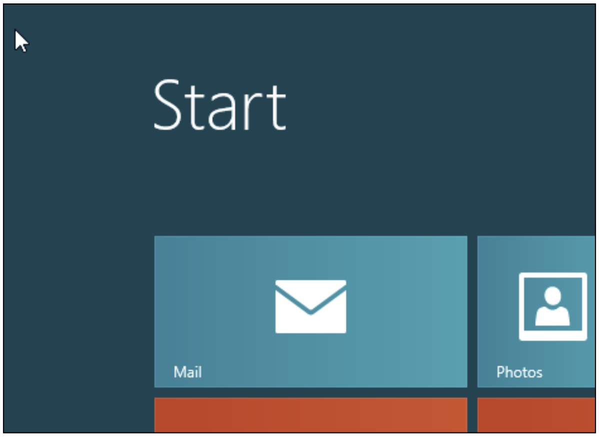
A: There is no way to minimize or close the Apps screen directly. You can leave the Apps screen and return to the Start screen by clicking on the Start screen thumbnail in the lower-left hot corner or pressing the Windows key. You can also switch to any open app by moving your mouse to the upper-right hot corner and clicking on the thumbnail for the app.


Apps
Calendar
Camera
Desktop
Finance
Internet Explorer
Los Angeles, California, United...
Mail
Maps
Messaging
Music
News
People
Photos
SkyDrive
SkyDrive
Sports
Store
Travel
Video
Weather
Windows Reader
Xbox Companion
Xbox LIVE Games
Windows Accessories
Calculator
Character Map
Math Input Panel
Notepad
Paint
Remote Desktop Connection
Snipping Tool
Sound Recorder
Start


Mail
Photos
Camera
SkyDrive
People
Music
Store
Messaging
Video
Xbox LIVE Games
Desktop
Calendar
Weather

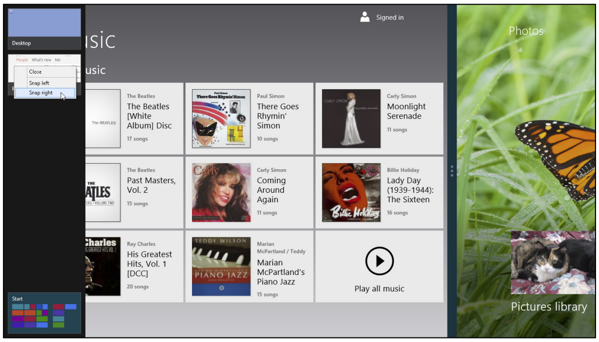
Q: **When I hover over the thumbnail in the lower-left hot corner and move my mouse, why does the thumbnail disappear?**

A: If you move your mouse too far diagonally or horizontally, the thumbnail disappears. Try moving your mouse just a small distance or moving it up; the thumbnail should remain on the screen, giving you time to click on it.


Start
Mail
Photos

Q: **When I move my mouse to the upper-left hot corner and then move it down, why can I not see the thumbnails for the open apps?**

A: Keep your mouse cursor as close as possible to the left side of your screen when you move down, and you should be able to see the open apps.

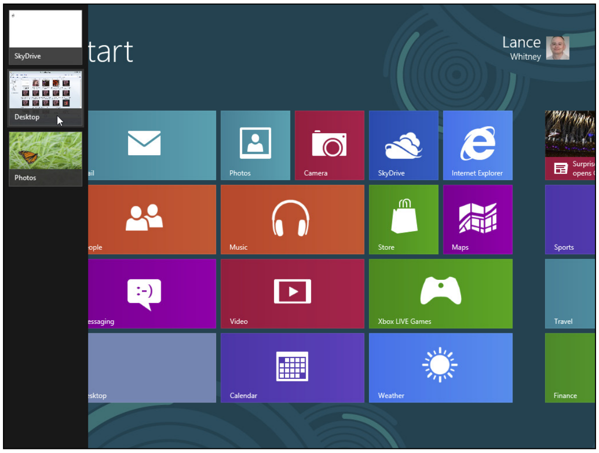

Desktop
Close
Snap left
Snap right
Start
usic
usic
Signed in
The Beatles
The Beatles [White Album] Disc
17 songs
Paul Simon
There Goes Rhymin' Simon
10 songs
Carly Simon
Moonlight Serenade
11 songs
The Beatles
Past Masters, Vol. 2
15 songs
Carly Simon
Coming Around Again
11 songs
Billie Holiday
Lady Day (1939-1944): The Sixteen
16 songs
Ray Charles
His Greatest Hits, Vol. 1 [DCC]
20 songs
Marian McPartland / Teddy
Marian McPartland's Piano Jazz
15 songs
Play all music
Photos
Pictures library

Q: **When I snap two Windows 8 apps side by side and try to snap a third, why is one of the existing apps replaced?**

A: Windows 8 limits you to viewing only two Windows 8 apps at a time.

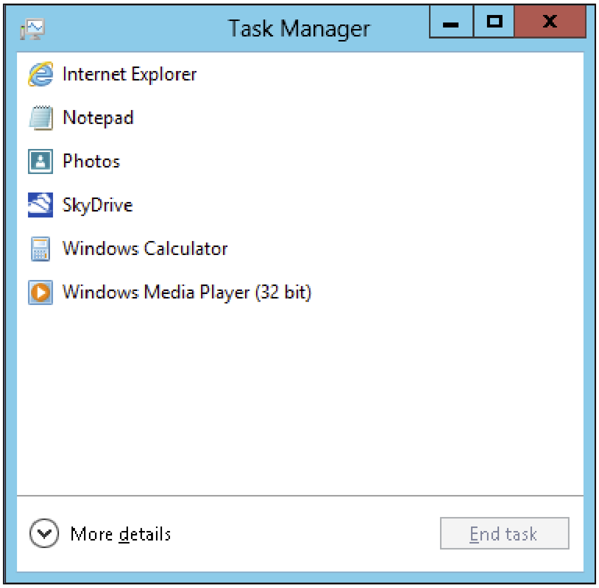
Q: Why can I not see individual desktop apps listed in the Task Switcher on the Windows 8 UI screen?

A: The Windows 8 Task Switcher shows your entire desktop with a single thumbnail because the desktop is considered a single app. You can click on the desktop thumbnail to access the entire desktop and then switch to an individual application.


SkyDrive
Desktop
Photos
tart
Lance
Whitney
ail
Photos
Camera
SkyDrive
Internet Explorer
Surpris
opens
ople
Music
Store
Maps
Sports
essaging
Video
Xbox LIVE Games
Travel
sktop
Calendar
Weather
Finance

Q: How can I see all the programs currently running?

A: Press Ctrl+Shift+Esc to open the Task Manager, which displays a list of all running programs. You can open the Task Manager either from the desktop or from the Windows 8 environment.

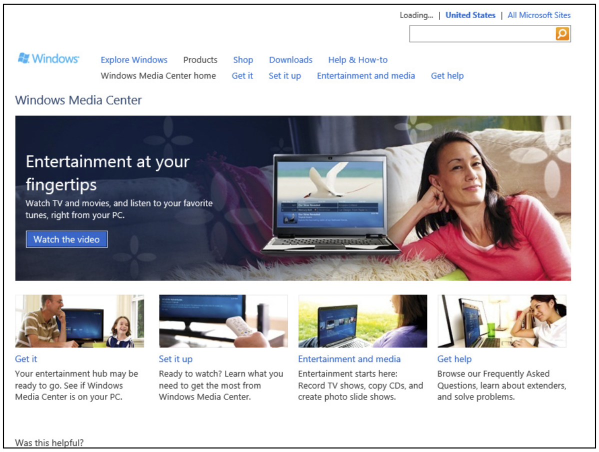

Task Manager

Internet Explorer
Notepad
Photos
SkyDrive
Windows Calculator
Windows Media Player (32 bit)

More details
End task

Q: Where is Windows Media Center?

A: Media Center is available only as a separate media pack. You need to be running Windows 8 Pro, and then you can purchase and download the Windows 8 Media Center Pack.


Loading... | United States | All Microsoft Sites
Windows
Explore Windows
Products
Shop
Downloads
Help & How-to
Windows Media Center home
Get it
Set it up
Entertainment and media
Get help

Windows Media Center

Entertainment at your fingertips

Watch TV and movies, and listen to your favorite tunes, right from your PC.

Watch the video

Get it

Your entertainment hub may be ready to go. See if Windows Media Center is on your PC.

Set it up

Ready to watch? Learn what you need to get the most from Windows Media Center.

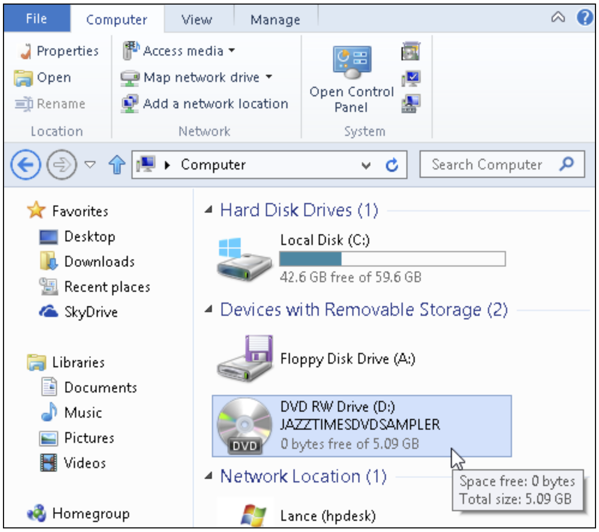
Entertainment and media

Entertainment starts here: Record TV shows, copy CDs, and create photo slide shows.

Get help

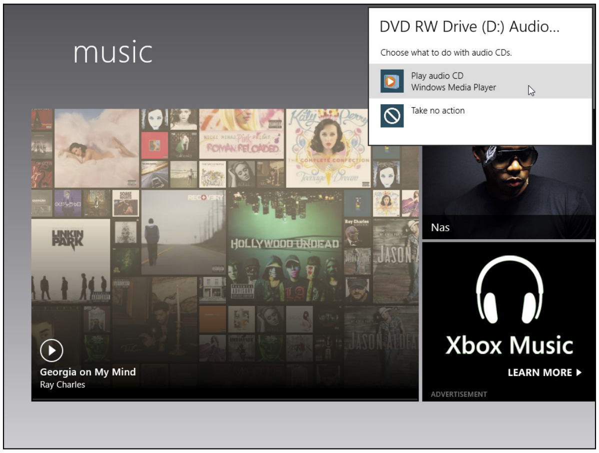
Browse our Frequently Asked Questions, learn about extenders, and solve problems.

Was this helpful?


File
Computer
View
Manage
Properties
Open
Rename
Location
Access media
Map network drive
Add a network location
Network
Open Control Panel
System
Computer
Search Computer
Favorites
Desktop
Downloads
Recent places
SkyDrive
Libraries
Documents
Music
Pictures
Videos
Homegroup
Hard Disk Drives (1)
Local Disk (C:)
42.6 GB free of 59.6 GB
Devices with Removable Storage (2)
Floppy Disk Drive (A:)
DVD RW Drive (D:)
JAZZTIMESDVDSAMPLER
0 bytes free of 5.09 GB
DVD
Network Location (1)
Lance (hpdesk)
Space free: 0 bytes
Total size: 5.09 GB

Q: **Windows Media Player will not let me play a DVD. Why not?**

A: To play a DVD in Media Player, you need to purchase and upgrade to Windows 8 Pro if you do not already have it, and then download the Media Center Pack.

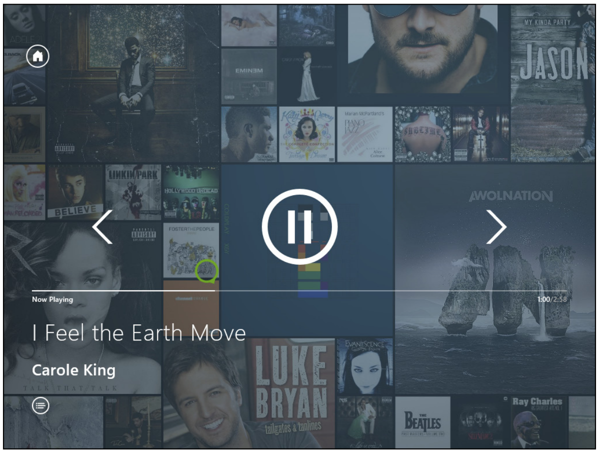

DVD RW Drive (D:) Audio...

Choose what to do with audio CDs.

Play audio CD
Windows Media Player
Take no action
music
Nas
Xbox Music
LEARN MORE
ADVERTISEMENT
Georgia on My Mind
Ray Charles

Q: **When I open the Windows 8 Music Player and load a CD, why does it want to take me to Windows Media Player?**

A: The Windows 8 Music Player only plays digital music stored in your library; it cannot play CDs.

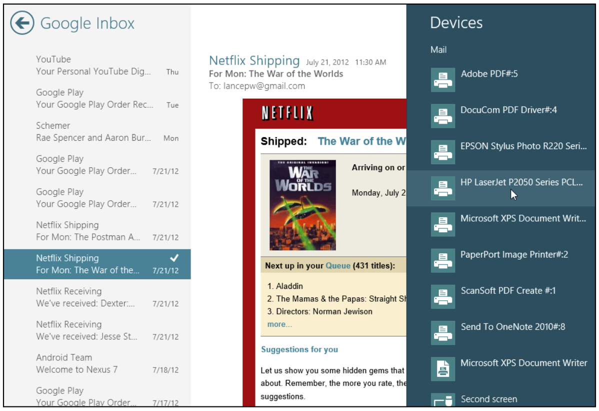

Now Playing
I Feel the Earth Move
Carole King
1:00/2:58

Q: **Can I play my iTunes music through the Windows 8 Music app or Windows Media Player?**

A: Yes. Both the Windows 8 Music app and Windows Media Player support the M4A or AAC format used by iTunes. However, you will probably run into trouble trying to play protected music.

Q: **How do I print from a Windows 8 app? I do not see a print menu or command.**

A: You print from Windows 8 apps by selecting the Devices charm from the Charms bar. Choose your printer from the Devices list and then click the Print button.



Google Inbox

YouTube
Your Personal YouTube Dig... Thu

Google Play
Your Google Play Order Rec... Tue

Schemer
Rae Spencer and Aaron Bur... Mon

Google Play
Your Google Play Order... 7/21/12

Google Play
Your Google Play Order... 7/21/12

Netflix Shipping
For Mon: The Postman A... 7/21/12

Netflix Shipping ✓
For Mon: The War of the... 7/21/12

Netflix Receiving
We've received: Dexter:... 7/21/12

Netflix Receiving
We've received: Jesse St... 7/21/12

Android Team
Welcome to Nexus 7 7/18/12

Google Play
Your Google Play Order... 7/17/12

Netflix Shipping July 21, 2012 11:30 AM
For Mon: The War of the Worlds
To: lancepw@gmail.com

NETFLIX

Shipped: The War of the W

Arriving on or

Monday, July 2

Next up in your Queue (431 titles):

1. Aladdin
2. The Mamas & the Papas: Straight Sh
3. Directors: Norman Jewison

more...

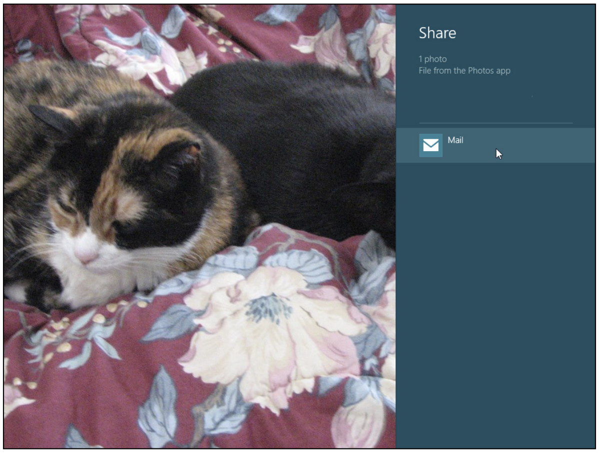
Suggestions for you

Let us show you some hidden gems that
about. Remember, the more you rate, the
suggestions.

Devices
Mail
Adobe PDF#:5
DocuCom PDF Driver#:4
EPSON Stylus Photo R220 Seri...
HP LaserJet P2050 Series PCL...
Microsoft XPS Document Writ...
PaperPort Image Printer#:2
ScanSoft PDF Create #:1
Send To OneNote 2010#:8
Microsoft XPS Document Writer
Second screen

Q: **How do I e-mail or share content from a Windows 8 app?**

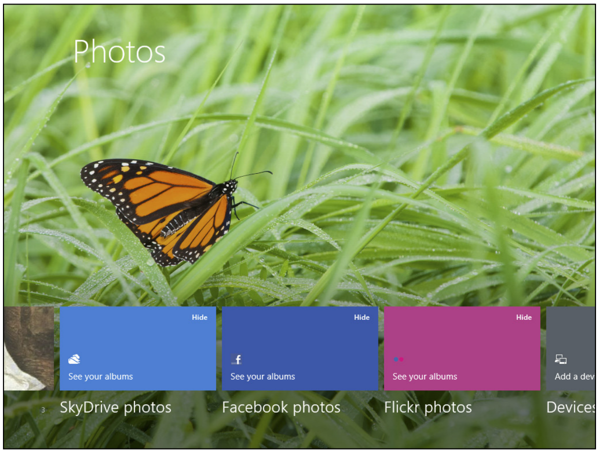
A: You can e-mail or share content from Windows 8 apps by selecting the Share charm from the Charms bar. From the Share charm, select the app you wish to use for sharing, such as Mail or People. The app opens for you to share your content. You can only share content from certain Windows 8 apps, such as Photos, Music, SkyDrive, and Internet Explorer.



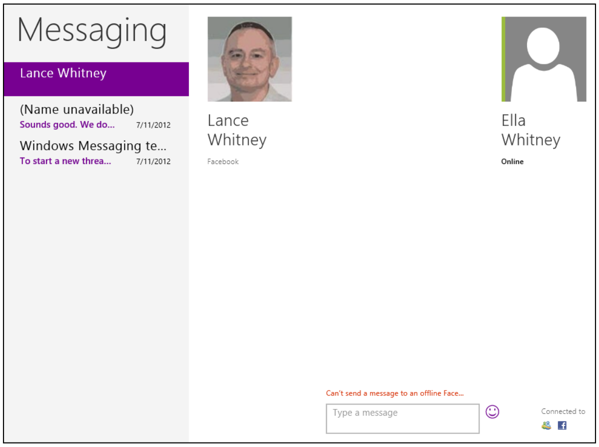
Share
1 photo
File from the Photos app
Mail

Q: **I logged in to Windows 8. Why can I not see any of my SkyDrive photos, Facebook photos, or other online content?**

A: Make sure you have logged in with your Microsoft account and not a local account, and make sure that you are online.



Photos
Hide
See your albums
SkyDrive photos
Hide
See your albums
Facebook photos
Hide
See your albums
Flickr photos
Add a dev
Devices



Messaging
Lance Whitney

(Name unavailable)
Sounds good. We do... 7/11/2012

Windows Messaging te...
To start a new threa... 7/11/2012

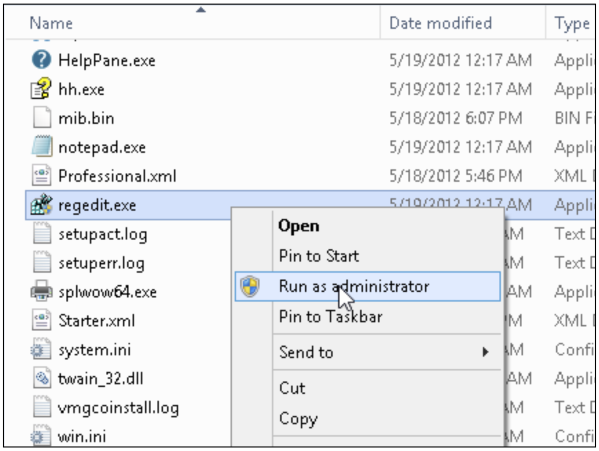
Lance Whitney
Facebook
Ella Whitney
Online

Can't send a message to an offline Face...

Type a message
Connected to

Q: Why is the Messaging app not letting me chat with a Facebook friend?

A: The friend must be logged in to Facebook with Facebook chat status set to online for a chat to be possible. If not, you should see a message telling you that you cannot send a message to an offline Facebook friend.

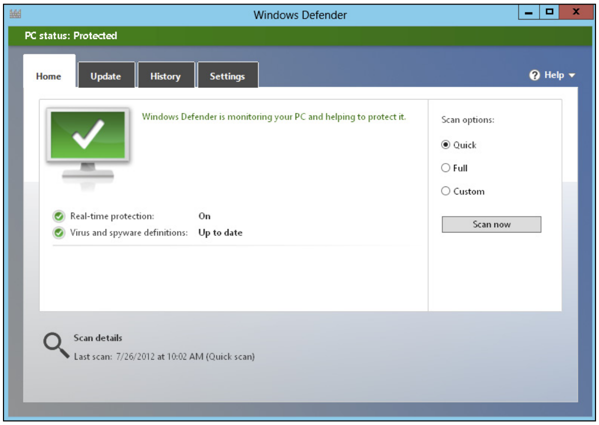


Name	Date modified	Type
HelpPane.exe	5/19/2012 12:17 AM	Appli
hh.exe	5/19/2012 12:17 AM	Appli
mib.bin	5/18/2012 6:07 PM	BIN F
notepad.exe	5/19/2012 12:17 AM	Appli
Professional.xml	5/18/2012 5:46 PM	XML
regedit.exe	5/19/2012 12:17 AM	Appli
setupact.log	M	Text
setuperr.log	M	Text
splwow64.exe	AM	Appli
Starter.xml	M	XML
system.ini	M	Confi
twain_32.dll	AM	Appli
vmgcoinstall.log	M	Text
win.ini	M	Confi

Open
Pin to Start
Run as administrator
Pin to Taskbar
Send to
Cut
Copy

Q: How do I run a file or program as an Administrator?

A: Right-click on the file, and select Run as administrator in the pop-up menu.



Windows Defender
PC status: Protected
Home
Update
History
Settings
Help

Windows Defender is monitoring your PC and helping to protect it.

Real-time protection: On
Virus and spyware definitions: Up to date

Scan options:
● Quick
○ Full
○ Custom

Scan now

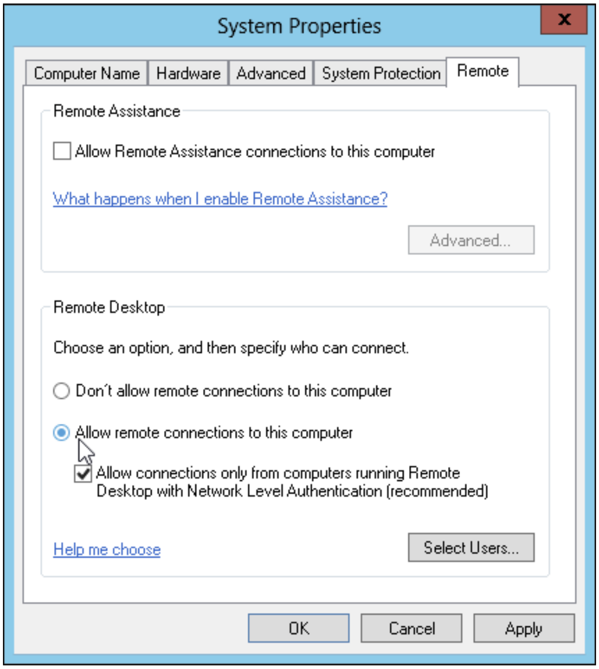
Scan details
Last scan: 7/26/2012 at 10:02 AM (Quick scan)

Q: Do I need to install antivirus software in Windows 8?

A: No. Windows 8 includes Windows Defender for antivirus security and a firewall to monitor incoming and outgoing traffic. But you can install a third-party antivirus or security program if you want.

Q: When I try to use Remote Desktop Connection to connect to a host PC, why does it refuse to connect?

A: Make sure you have enabled Remote Desktop Connection on the host PC. To do this, open Control Panel and click the System and Security setting. Under the System category, select the Allow Remote Access option and then select the Allow remote connections to this computer setting.


System Properties
Computer Name
Hardware
Advanced
System Protection
Remote
Remote Assistance
What happens when I enable Remote Assistance?
Advanced...
Remote Desktop
Help me choose
Select Users...
OK
Cancel
Apply

☐ Allow Remote Assistance connections to this computer

Choose an option, and then specify who can connect.

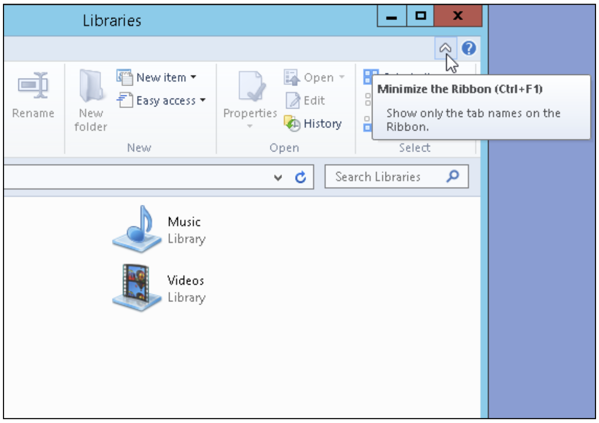
○ Don't allow remote connections to this computer

● Allow remote connections to this computer

☑ Allow connections only from computers running Remote Desktop with Network Level Authentication (recommended)

Q: Can I minimize the Ribbon in File Explorer?

A: Yes. Just click the Minimize Ribbon button in the upper-right corner.

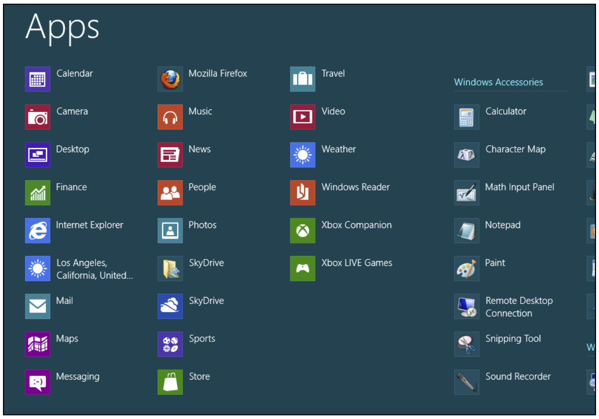

Libraries
Rename
New folder
New item
Easy access
New
Properties
Open
Edit
History
Open
Select
Search Libraries
Music Library
Videos Library

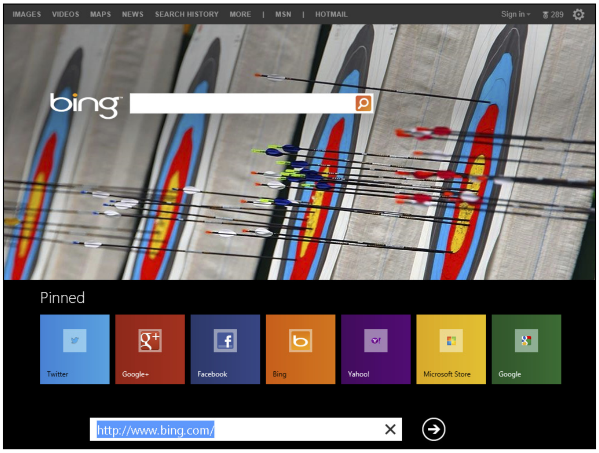
Minimize the Ribbon (Ctrl+F1)

Show only the tab names on the Ribbon.

Q: I installed an app but cannot find it. How can I track it down?

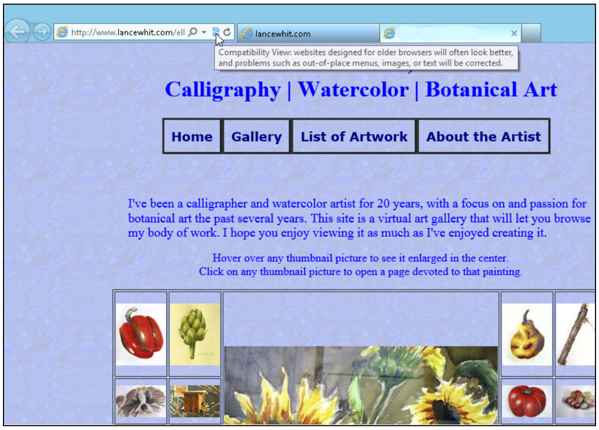
A: Open the Apps screen by right-clicking on the Start screen and look for the app. You can also type the name of the app at the Start screen to search for it.


Apps
Calendar
Camera
Desktop
Finance
Internet Explorer
Los Angeles, California, United...
Mail
Maps
Messaging
Mozilla Firefox
Music
News
People
Photos
SkyDrive
SkyDrive
Sports
Store
Travel
Video
Weather
Windows Reader
Xbox Companion
Xbox LIVE Games
Windows Accessories
Calculator
Character Map
Math Input Panel
Notepad
Paint
Remote Desktop Connection
Snipping Tool
Sound Recorder


IMAGES
VIDEOS
MAPS
NEWS
SEARCH HISTORY
MORE
MSN
HOTMAIL
Sign in
289
bing
Pinned
Twitter
Google+
Facebook
Bing
Yahoo!
Microsoft Store
Google
http://www.bing.com/

Q: Why can I not reposition a pinned website in Windows 8 IE10?

A: The Windows 8 version of IE10 does not let you reorganize or sort your pinned websites. You can, however, sort your website tiles on the Start screen.


http://www.lancewhit.com/ell
lancewhit.com

Compatibility View: websites designed for older browsers will often look better, and problems such as out-of-place menus, images, or text will be corrected.

Calligraphy | Watercolor | Botanical Art

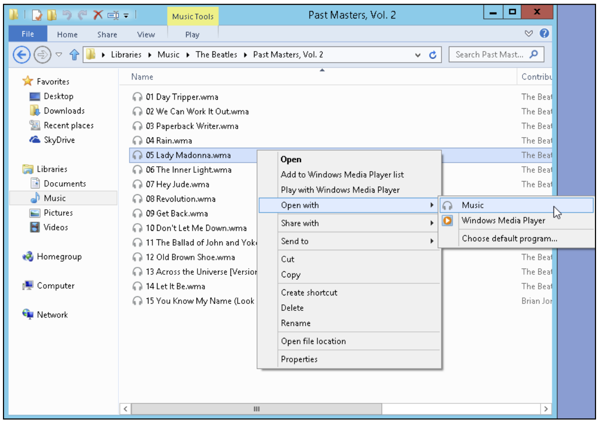
Home
Gallery
List of Artwork
About the Artist

I've been a calligrapher and watercolor artist for 20 years, with a focus on and passion for botanical art the past several years. This site is a virtual art gallery that will let you browse my body of work. I hope you enjoy viewing it as much as I've enjoyed creating it.

Hover over any thumbnail picture to see it enlarged in the center.
Click on any thumbnail picture to open a page devoted to that painting.

Q: How can I view a website in compatibility mode in Internet Explorer 10?

A: In the desktop version of Internet Explorer 10, click the Compatibility View button in the address bar. You can also press the Alt key to display the browser's menus. Click the Tools menu and then click the option for Compatibility View.

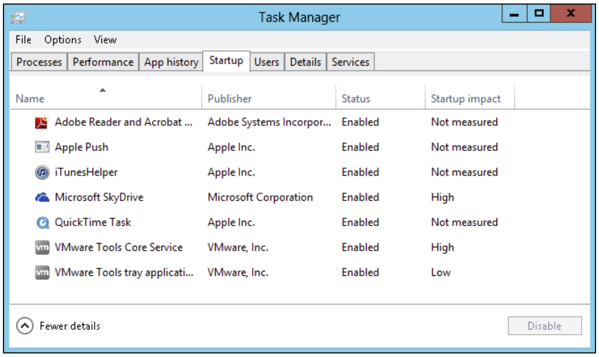

Music Tools
Past Masters, Vol. 2
File
Home
Share
View
Play
Libraries ▸ Music ▸ The Beatles ▸ Past Masters, Vol. 2
Search Past Mast...
Favorites
Desktop
Downloads
Recent places
SkyDrive
Libraries
Documents
Music
Pictures
Videos
Homegroup
Computer
Network
Name
Contribu
01 Day Tripper.wma
02 We Can Work It Out.wma
03 Paperback Writer.wma
04 Rain.wma
05 Lady Madonna.wma
06 The Inner Light.wma
07 Hey Jude.wma
08 Revolution.wma
09 Get Back.wma
10 Don't Let Me Down.wma
11 The Ballad of John and Yok
12 Old Brown Shoe.wma
13 Across the Universe [Versior
14 Let It Be.wma
15 You Know My Name (Look
The Beat
Brian Jor
Open
Add to Windows Media Player list
Play with Windows Media Player
Open with
Share with
Send to
Cut
Copy
Create shortcut
Delete
Rename
Open file location
Properties
Music
Windows Media Player
Choose default program...

Q: How do I choose the application that I want to use to open a particular type of file?

A: Right-click on the file, choose Open with in the pop-up menu, and then select the application you want to use to open the file.

Q: **Can I still manage my start-up programs using msconfig?**

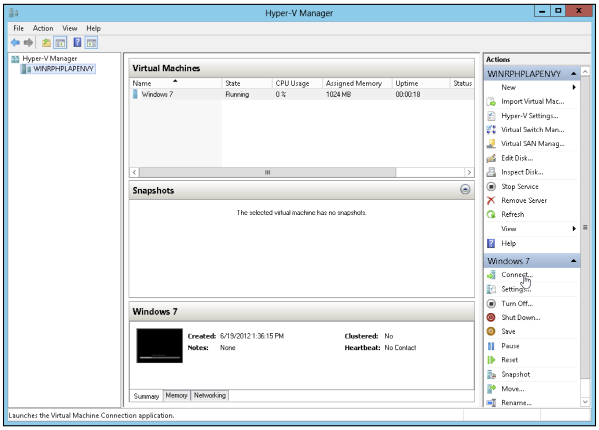
A: No. In Windows 8 you manage your start-up programs using the Task Manager.


Task Manager
File Options View
Processes Performance App history Startup Users Details Services
Fewer details
Disable

Name	Publisher	Status	Startup impact
Adobe Reader and Acrobat ...	Adobe Systems Incorpor...	Enabled	Not measured
Apple Push	Apple Inc.	Enabled	Not measured
iTunesHelper	Apple Inc.	Enabled	Not measured
Microsoft SkyDrive	Microsoft Corporation	Enabled	High
QuickTime Task	Apple Inc.	Enabled	Not measured
VMware Tools Core Service	VMware, Inc.	Enabled	High
VMware Tools tray applicati...	VMware, Inc.	Enabled	Low

Q: **Does Windows 8 offer an XP mode as in Windows 7?**

A: No, but Windows 8 does offer a feature called Hyper-V, which lets you run Windows XP and other operating systems in a virtual environment.


Hyper-V Manager
File Action View Help
Hyper-V Manager
WINRPHPLAPENVY
Virtual Machines
Snapshots
Windows 7
Actions
WINRPHPLAPENVY
New
Import Virtual Mac...
Hyper-V Settings...
Virtual Switch Man...
Virtual SAN Manag...
Edit Disk...
Inspect Disk...
Stop Service
Remove Server
Refresh
View
Help
Windows 7
Connect...
Settings...
Turn Off...
Shut Down...
Save
Pause
Reset
Snapshot
Move...
Rename...
Summary
Memory
Networking

Name	State	CPU Usage	Assigned Memory	Uptime	Status
Windows 7	Running	0 %	1024 MB	00:00:18	

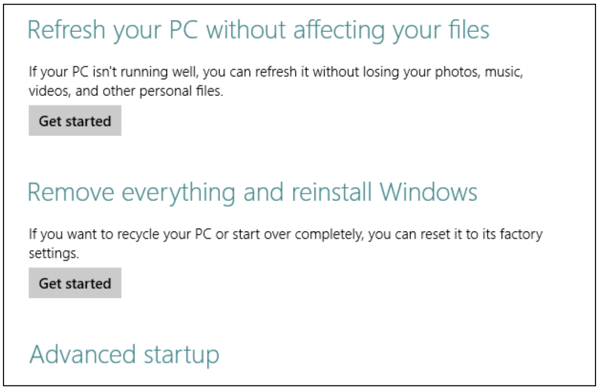
The selected virtual machine has no snapshots.

Created: 6/19/2012 1:36:15 PM
Notes: None
Clustered: No
Heartbeat: No Contact

Launches the Virtual Machine Connection application.

Q: **What is the difference between refreshing and resetting Windows?**

A: Refreshing Windows keeps your Windows 8 apps and your files and documents but does not retain your desktop apps or your PC settings. Resetting Windows brings it back to a clean slate with none of your apps, files, or documents retained.



Refresh your PC without affecting your files

If your PC isn't running well, you can refresh it without losing your photos, music, videos, and other personal files.

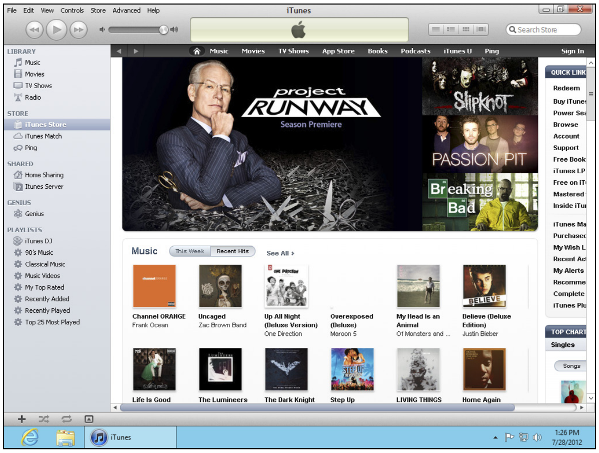
Get started

Remove everything and reinstall Windows

If you want to recycle your PC or start over completely, you can reset it to its factory settings.

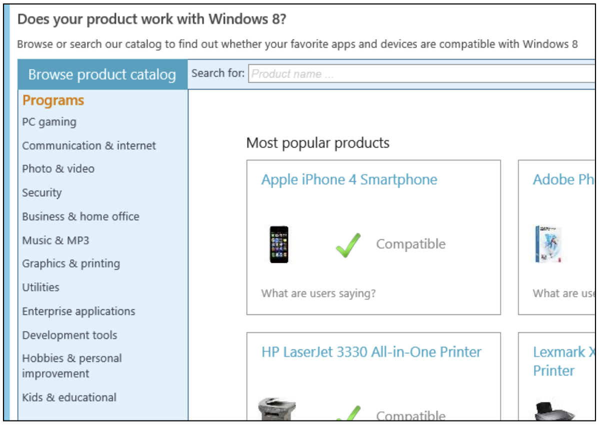
Get started

Advanced startup


iTunes
File Edit View Controls Store Advanced Help
LIBRARY
Music
Movies
TV Shows
Radio
STORE
iTunes Store
iTunes Match
Ping
SHARED
Home Sharing
Itunes Server
GENIUS
Genius
PLAYLISTS
iTunes DJ
90's Music
Classical Music
Music Videos
My Top Rated
Recently Added
Recently Played
Top 25 Most Played
Music Movies TV Shows App Store Books Podcasts iTunes U Ping
Sign In
project RUNWAY
Season Premiere
Slipknot
PASSION PIT
Breaking Bad
Music
This Week
Recent Hits
See All
Channel ORANGE
Frank Ocean
Uncaged
Zac Brown Band
Up All Night (Deluxe Version)
One Direction
Overexposed (Deluxe)
Maroon 5
My Head Is an Animal
Of Monsters and ...
Believe (Deluxe Edition)
Justin Bieber
Life Is Good
The Lumineers
The Dark Knight
Step Up
LIVING THINGS
Home Again
QUICK LINKS
TOP CHARTS
Singles
Songs
1:26 PM
7/28/2012

Q: Will all my Windows 7 applications and hardware run in Windows 8?

A: According to Microsoft, any program or device that runs under Windows 7 should work in Windows 8, though you may need to update or reinstall certain software after you install Windows 8.

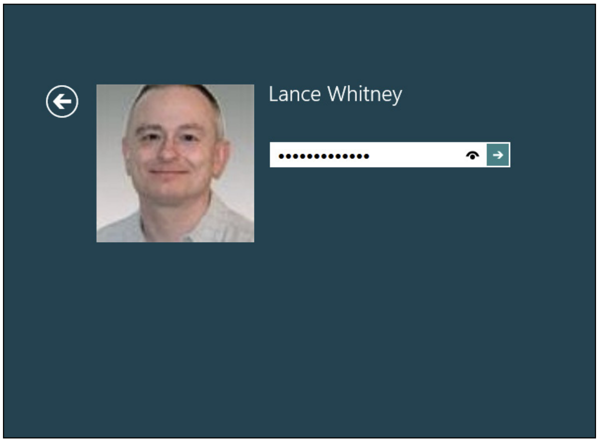

Does your product work with Windows 8?

Browse or search our catalog to find out whether your favorite apps and devices are compatible with Windows 8

Browse product catalog
Search for:
Product name ...
Programs
PC gaming
Communication & internet
Photo & video
Security
Business & home office
Music & MP3
Graphics & printing
Utilities
Enterprise applications
Development tools
Hobbies & personal improvement
Kids & educational
Most popular products
Apple iPhone 4 Smartphone
Compatible
What are users saying?
Adobe Ph
What are use
HP LaserJet 3330 All-in-One Printer
Compatible
Lexmark X
Printer

Q: How can I determine if my current software and devices will be compatible with Windows 8?

A: You can check Microsoft's Windows 8 Compatibility Center at www.microsoft.com/en-us/windows/compatibility/en-us/compatcenter/home.

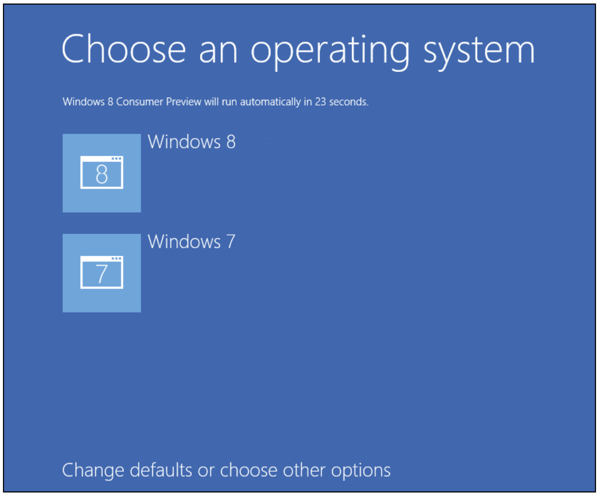

Lance Whitney
••••••••••••••

Q: Why does my version of Windows 8 not let me connect to my company's domain?

A: You may be running Windows 8 (standard). Only Windows 8 Professional and Enterprise let you connect to a domain.

Q: **I am dual-booting Windows 8 with another version of Windows. Why can I not see the Windows 8 boot menu?**

A: You need to make sure Windows 8 is the default option in a dual-boot setup.



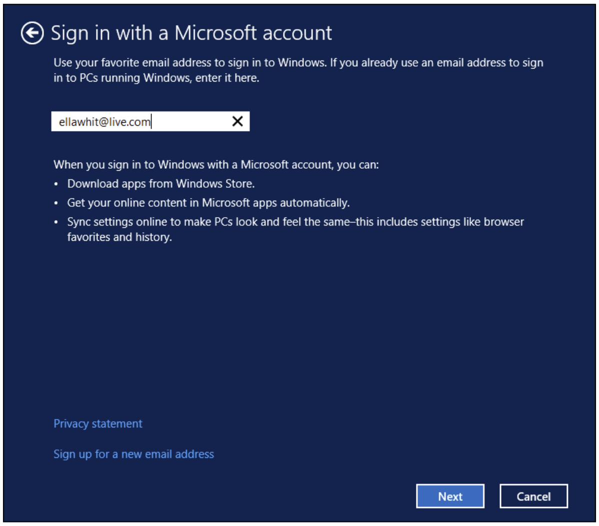
Choose an operating system

Windows 8 Consumer Preview will run automatically in 23 seconds.

Windows 8
8
Windows 7
7
Change defaults or choose other options

Q: **What are the differences between a Microsoft account and a local account?**

A: A Microsoft account can automatically synchronize key settings, customizations, passwords, and other content across multiple PCs. It also lets you easily access your online accounts and apps. A local account does not require you to set up a dedicated online account. But it will not let you sync settings across multiple computers, and it does require you to manually log in when accessing SkyDrive and other online services.



Sign in with a Microsoft account

Use your favorite email address to sign in to Windows. If you already use an email address to sign in to PCs running Windows, enter it here.

ellawhit@live.com

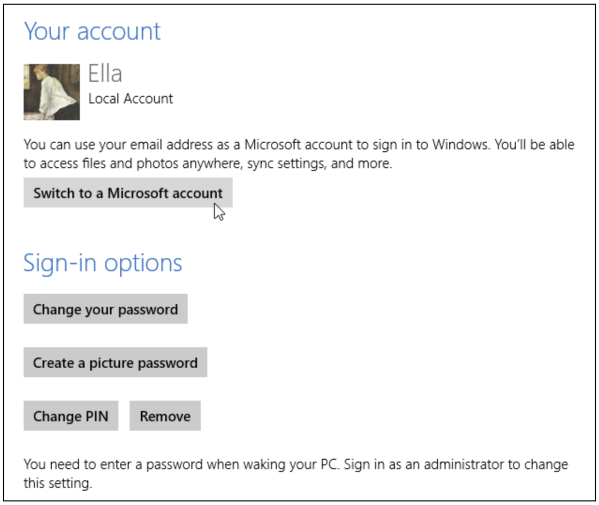
When you sign in to Windows with a Microsoft account, you can:

- Download apps from Windows Store.
- Get your online content in Microsoft apps automatically.
- Sync settings online to make PCs look and feel the same–this includes settings like browser favorites and history.

Privacy statement
Sign up for a new email address
Next
Cancel

Q: **Can I switch my Microsoft account to a local account, or vice versa?**

A: Yes. You can switch either way.



Your account

Ella
Local Account

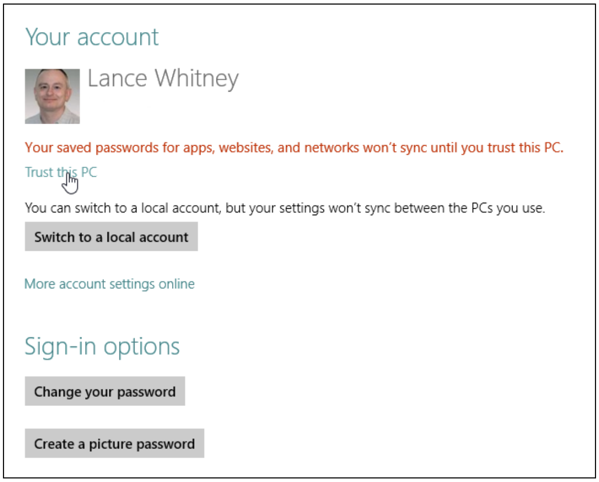
You can use your email address as a Microsoft account to sign in to Windows. You'll be able to access files and photos anywhere, sync settings, and more.

Switch to a Microsoft account

Sign-in options

Change your password
Create a picture password
Change PIN
Remove

You need to enter a password when waking your PC. Sign in as an administrator to change this setting.


Your account

Lance Whitney

Your saved passwords for apps, websites, and networks won't sync until you trust this PC.

Trust this PC

You can switch to a local account, but your settings won't sync between the PCs you use.

Switch to a local account

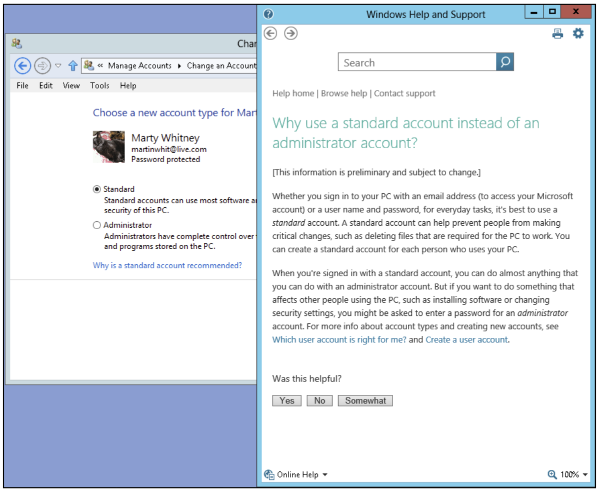
More account settings online

Sign-in options

Change your password
Create a picture password

Q: **Will a Microsoft account synchronize my Windows 8 settings and other content with PCs running Windows 7, Vista, or XP?**

A: No. Synchronization only works with PCs running Windows 8.


Char
« Manage Accounts ▸ Change an Account
File Edit View Tools Help
Choose a new account type for Mar
Marty Whitney
martinwhit@live.com
Password protected
● Standard
○ Administrator
Why is a standard account recommended?

Windows Help and Support

Search
Help home | Browse help | Contact support

Why use a standard account instead of an administrator account?

[This information is preliminary and subject to change.]

Whether you sign in to your PC with an email address (to access your Microsoft account) or a user name and password, for everyday tasks, it's best to use a *standard* account. A standard account can help prevent people from making critical changes, such as deleting files that are required for the PC to work. You can create a standard account for each person who uses your PC.

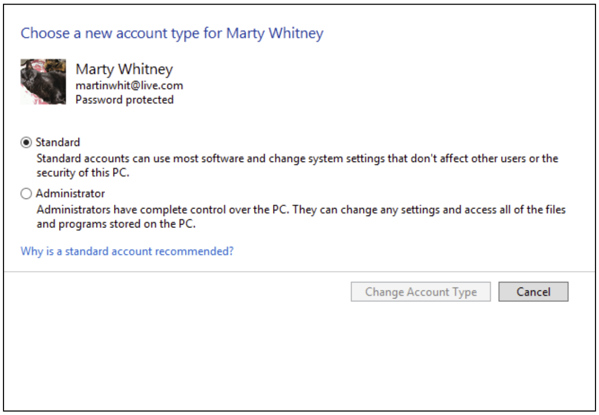
When you're signed in with a standard account, you can do almost anything that you can do with an administrator account. But if you want to do something that affects other people using the PC, such as installing software or changing security settings, you might be asked to enter a password for an *administrator* account. For more info about account types and creating new accounts, see Which user account is right for me? and Create a user account.

Was this helpful?

Yes
No
Somewhat
Online Help
100%

Q: **What is the difference between a Standard account and an Administrator account?**

A: A Standard account limits your access to certain folders and settings and to other accounts on the PC. An Administrator account gives you the ability to manage all accounts on the PC.


Choose a new account type for Marty Whitney

Marty Whitney
martinwhit@live.com
Password protected

● Standard
Standard accounts can use most software and change system settings that don't affect other users or the security of this PC.

○ Administrator
Administrators have complete control over the PC. They can change any settings and access all of the files and programs stored on the PC.

Why is a standard account recommended?

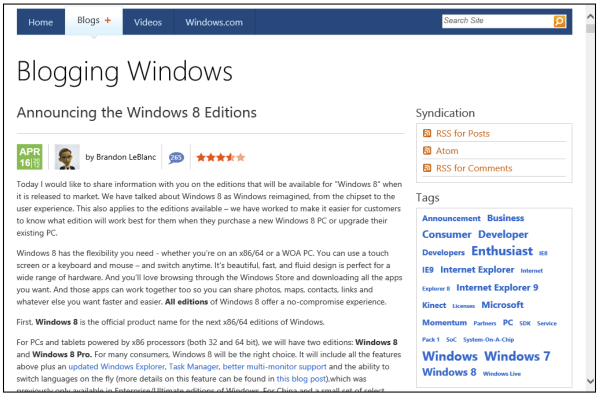
Change Account Type
Cancel

Q: **Should I set up an account as Standard or Administrator?**

A: You should set up one account as an Administrator and then you can set up the rest as Standard to limit their access.

Q: How many editions of Windows 8 are available?

A: Windows 8 (standard) and Windows 8 Pro are designed for PCs and tablets powered by Intel chips. Windows 8 Enterprise is available for PCs for companies with enterprise agreements.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Blogs +
Videos
Windows.com
Search Site

Blogging Windows

Announcing the Windows 8 Editions

APR 16 2012 by Brandon LeBlanc 265

Today I would like to share information with you on the editions that will be available for "Windows 8" when it is released to market. We have talked about Windows 8 as Windows reimagined, from the chipset to the user experience. This also applies to the editions available – we have worked to make it easier for customers to know what edition will work best for them when they purchase a new Windows 8 PC or upgrade their existing PC.

Windows 8 has the flexibility you need - whether you're on an x86/64 or a WOA PC. You can use a touch screen or a keyboard and mouse – and switch anytime. It's beautiful, fast, and fluid design is perfect for a wide range of hardware. And you'll love browsing through the Windows Store and downloading all the apps you want. And those apps can work together too so you can share photos, maps, contacts, links and whatever else you want faster and easier. **All editions** of Windows 8 offer a no-compromise experience.

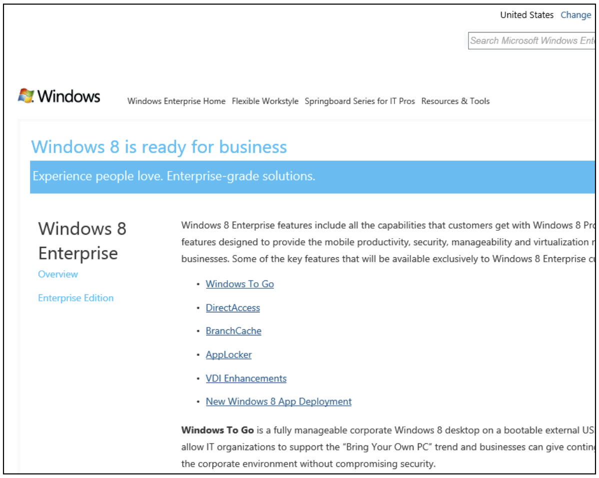
First, **Windows 8** is the official product name for the next x86/64 editions of Windows.

For PCs and tablets powered by x86 processors (both 32 and 64 bit), we will have two editions: **Windows 8** and **Windows 8 Pro.** For many consumers, Windows 8 will be the right choice. It will include all the features above plus an updated Windows Explorer, Task Manager, better multi-monitor support and the ability to switch languages on the fly (more details on this feature can be found in this blog post),which was

Syndication
RSS for Posts
Atom
RSS for Comments
Tags
Announcement Business
Consumer Developer
Developers Enthusiast IE8
IE9 Internet Explorer Internet
Explorer 8 Internet Explorer 9
Kinect Licenses Microsoft
Momentum Partners PC SDK Service
Pack 1 SoC System-On-A-Chip
Windows Windows 7
Windows 8 Windows Live

Q: What are the differences between Windows 8 Pro and Windows 8 Enterprise?

A: Windows 8 Enterprise includes Windows To Go, DirectAccess, BranchCache, and AppLocker, which Windows 8 Pro does not. Otherwise, the two editions offer virtually the same features.


United States Change
Search Microsoft Windows Ent
Windows
Windows Enterprise Home
Flexible Workstyle
Springboard Series for IT Pros
Resources & Tools

Windows 8 is ready for business

Experience people love. Enterprise-grade solutions.

Windows 8 Enterprise

Overview
Enterprise Edition

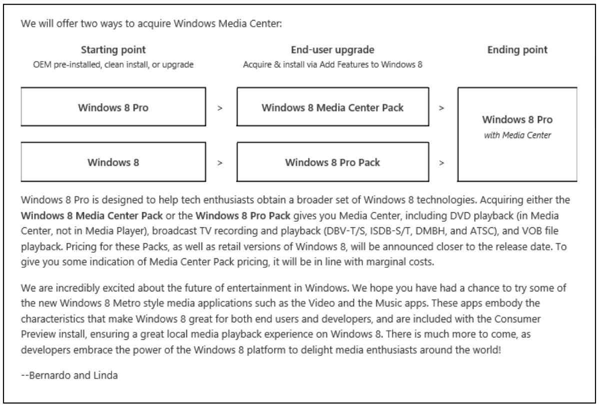
Windows 8 Enterprise features include all the capabilities that customers get with Windows 8 Pr
features designed to provide the mobile productivity, security, manageability and virtualization
businesses. Some of the key features that will be available exclusively to Windows 8 Enterprise c

- Windows To Go
- DirectAccess
- BranchCache
- AppLocker
- VDI Enhancements
- New Windows 8 App Deployment

Windows To Go is a fully manageable corporate Windows 8 desktop on a bootable external US
allow IT organizations to support the "Bring Your Own PC" trend and businesses can give contin
the corporate environment without compromising security.

Q: Can I upgrade from Windows 8 to Windows 8 Pro?

A: Yes. You would need to purchase and download the Windows 8 Pro Pack.

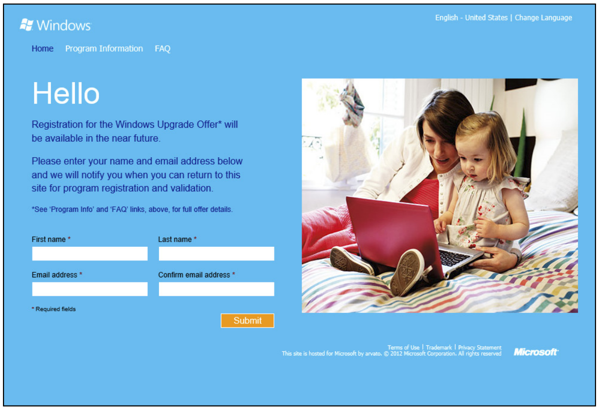

We will offer two ways to acquire Windows Media Center:

Starting point
OEM pre-installed, clean install, or upgrade
End-user upgrade
Acquire & install via Add Features to Windows 8
Ending point
Windows 8 Pro
>
Windows 8 Media Center Pack
>
Windows 8 Pro
with Media Center
Windows 8
>
Windows 8 Pro Pack
>

Windows 8 Pro is designed to help tech enthusiasts obtain a broader set of Windows 8 technologies. Acquiring either the **Windows 8 Media Center Pack** or the **Windows 8 Pro Pack** gives you Media Center, including DVD playback (in Media Center, not in Media Player), broadcast TV recording and playback (DBV-T/S, ISDB-S/T, DMBH, and ATSC), and VOB file playback. Pricing for these Packs, as well as retail versions of Windows 8, will be announced closer to the release date. To give you some indication of Media Center Pack pricing, it will be in line with marginal costs.

We are incredibly excited about the future of entertainment in Windows. We hope you have had a chance to try some of the new Windows 8 Metro style media applications such as the Video and the Music apps. These apps embody the characteristics that make Windows 8 great for both end users and developers, and are included with the Consumer Preview install, ensuring a great local media playback experience on Windows 8. There is much more to come, as developers embrace the power of the Windows 8 platform to delight media enthusiasts around the world!

--Bernardo and Linda



Hello

Registration for the Windows Upgrade Offer* will be available in the near future.

Please enter your name and email address below and we will notify you when you can return to this site for program registration and validation.

*See 'Program Info' and 'FAQ' links, above, for full offer details.

First name *

Last name *

Email address *

Confirm email address *

* Required fields

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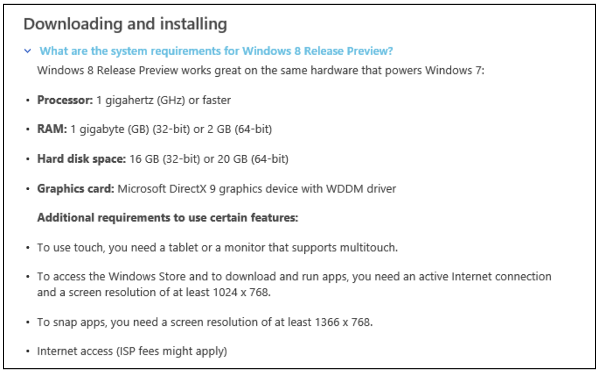
Q: Can I upgrade directly to Windows 8 from Windows 7, Vista, or XP?

A: You can upgrade from Windows 7, and all your applications, files, and settings are retained. You can upgrade from Windows Vista with Service Pack 1, and your personal files and settings are retained. Without SP1, only your personal files are retained. You can upgrade from Windows XP with SP3, but only your personal files are retained.



Downloading and installing

What are the system requirements for Windows 8 Release Preview?

Windows 8 Release Preview works great on the same hardware that powers Windows 7:

- **Processor:** 1 gigahertz (GHz) or faster
- **RAM:** 1 gigabyte (GB) (32-bit) or 2 GB (64-bit)
- **Hard disk space:** 16 GB (32-bit) or 20 GB (64-bit)
- **Graphics card:** Microsoft DirectX 9 graphics device with WDDM driver

Additional requirements to use certain features:

- To use touch, you need a tablet or a monitor that supports multitouch.
- To access the Windows Store and to download and run apps, you need an active Internet connection and a screen resolution of at least 1024 x 768.
- To snap apps, you need a screen resolution of at least 1366 x 768.
- Internet access (ISP fees might apply)

Q: What are the system requirements for Windows 8?

A: A 1 GHz or faster processor, at least 1GB of RAM for the 32-bit edition (2GB for the 64bit edition), 16GB of free hard drive space for the 32-bit edition (20GB for the 64-bit edition), and a Microsoft DirectX 9 graphics device are required. A screen resolution of at least 1024 × 768 is needed to run Windows 8 apps, while a resolution of at least 1366 × 768 is needed to snap apps.

Windows 8 Keyboard Shortcuts

Windows 8 offers a variety of keyboard shortcuts to help PC users navigate the new interface and launch different features and commands. Though you can certainly get around using just a mouse, you will probably find it helpful to learn and rely on certain keyboard shortcuts. This section lists the new keyboard shortcuts introduced in Windows 8 along with some of the familiar shortcuts that have long been part of Windows.

Windows 8 UI Shortcuts

Table A.1 details keyboard shortcuts for the Windows 8 UI.

Table A.1 Windows 8 UI Shortcuts

Shortcut	Description
Windows	Go to Start screen, or toggle between Start screen and last app
Right arrow	Move right one tile on Start screen
Left arrow	Move left one tile on Start screen
Down arrow	Move down one tile on Start screen
Up arrow	Move up one tile on Start screen
Home	Move to first tile on Start screen
End	Move to last tile on Start screen
Tab	Switch between Start screen tile and profile name and picture in upper-right corner
Ctrl+-	Zoom out
Ctrl++	Zoom in
Windows+=	Turn on Magnifier
Windows++	Zoom in with Magnifier
Windows+-	Zoom out with Magnifier
Windows+Z	Display app bar in current Windows 8 app
Windows+Tab	Cycle through all open apps on Switch List bar
Alt+Tab	Cycle forward through all open apps in center window
Alt+Shift+Tab	Cycle backward through all open apps in center window
Windows+Q	Search
Ctrl+P	Print from current app
Windows+P	Connect to second screen or projector
Windows+L	Lock PC

Ctrl+Esc	Switch between Start screen and last app
Windows+,	Peek at desktop
Windows+D	Go to the desktop

Charms Bar Shortcuts

Table A.2 details keyboard shortcuts for the Charms bar.

Table A.2 Charms Bar Shortcuts

Shortcut	Description
Windows+C	Display Charms bar
Windows+Q	Display Search charm
Windows+H	Display Share charm
Windows+K	Display Devices charm
Windows+I	Display Settings charm

Search Shortcuts

Table A.3 details keyboard shortcuts for searching.

Table A.3 Search Shortcuts

Shortcut	Description
Windows+W	Search settings
Windows+F	Search files

Windows 8 App Shortcuts

Table A.4 details keyboard shortcuts for Windows 8 apps.

Table A.4 Windows 8 App Shortcuts

Shortcut	Description
Windows+.	Snap current Windows 8 app to the right and then cycle to left and full screen
Windows+Shift+.	Snap current Windows 8 app to the left and then cycle to right and full screen
Alt+F4	Close the current app
Alt+D	Display address bar in Internet Explorer
Ctrl+E	Select search box in Internet Explorer

Desktop Shortcuts

Table A.5 details keyboard shortcuts for the Windows desktop.

Table A.5 Desktop Shortcuts

Shortcut	Description
Windows+M	Minimize all open windows on the desktop
Windows+Shift+M	Restore all minimized windows on desktop
Alt+Esc	Cycle through all open windows
Windows+T	Preview open windows in taskbar
Alt	Show the hidden menu bar in a desktop application
Shift+Delete	Permanently delete a file or other item
Ctrl+N	Open new window in File Explorer
Ctrl+W	Close current window in File Explorer
Ctrl+Shift+N	Create new folder in File Explorer
Alt+F4	Open Shut Down Windows dialog box
F1	Display Help

Miscellaneous Shortcuts

Table A.6 details keyboard shortcuts for miscellaneous features.

Table A.6 Miscellaneous Shortcuts

Shortcut	Description
Ctrl+Shift+Esc	Open Windows Task Manager
Windows+X	Open Power User Tasks menu
Windows+E	Open File Explorer
Windows+R	Open the Run command
Windows+U	Open Ease of Access Center
Windows+Enter	Open Windows Narrator
PrintScrn	Take screenshot of current screen
Alt+PrintScrn	Take screenshot of active window in desktop environment
Windows+PrntScrn	Take screenshot and save to Pictures folders
Ctrl+A	Select all files or other objects in a window
Ctrl+X	Cut selected file
Ctrl+C	Copy selected file
Ctrl+V	Paste copied or cut file
Ctrl+Z	Undo last action
Ctrl+Y	Redo last action

Mouse Movements

Windows 8 offers certain hidden methods to display key features, such as the Charms bar and the Switch List bar. You can trigger these features by moving your mouse to various hot corners around the screen. This section lists the mouse movements that you can use to launch these features.

Table B.1 details mouse movements to launch certain Windows 8 features.

Table B.1 Mouse Movements

Shortcut	Description
Move to the bottom-left hot corner	Display shortcut to Start screen or previous app
Move to the top- or bottom-right hot corner	Display the Charms bar
Move to the upper-left hot corner	Display shortcut to next active application
Move to the upper-left hot corner and move down	Display the Switch List bar with shortcuts to all open apps
Move to the bottom-left hot corner and right-click mouse	Open the Power User Tasks menu

Resources

The web provides a wealth of information on Windows 8, from Microsoft's own websites to those of many third parties. You can learn about the latest developments in Windows 8 from informational sites and ask questions and discuss the operating system at a variety of discussion forums.

Informational Websites

Here are several websites where you can find information on Windows 8.

Windows

A Microsoft site with product information on Windows and related programs: http://windows.microsoft.com.

Windows blog

A series of blogs from the folks at Microsoft with the latest news, updates, and stories on Windows. From this page you can access all of the different blogs on Windows and related products: http://blogs.windows.com.

Windows 8

News, downloads, and other resources on Windows 8 from Microsoft: http://technet.microsoft.com/windows-8.aspx.

Windows videos

Various videos from Microsoft's Windows blogs: www.microsoft.com/en-us/showcase/categoryDetails.aspx?catid=products&subcatid=windows.

Microsoft News Center

Microsoft's News Center site with press releases and similar information on Windows and other products: www.microsoft.com/news.

Microsoft support

Microsoft's support website: http://support.microsoft.com.

Microsoft contact support

A Microsoft site where you can ask questions about Windows and other products and receive automated responses: http://support.microsoft.com/contactus.

Windows Facebook page

Microsoft's official Facebook page for Windows: https://www.facebook.com/windows.

Windows Twitter page

Microsoft's official Twitter account for Windows: https://twitter.com/windows.

Microsoft Support Twitter page

Microsoft Support's Twitter page where you can get help on Windows and other Microsoft products: https://twitter.com/microsofthelps.

Windows 8 compatibility center

Search for your current applications and hardware to determine if it is all compatible with Windows 8: www.microsoft.com/en-us/windows/compatibility/en-us/compatcenter/home.

The Windows Club

Stories on Windows 8 and other Microsoft products: www.thewindowsclub.com.

Windows 8 Hacks

Tips, tricks, and tutorials on Windows 8: www.windows8hacks.com.

Discussion Forums

Here are several discussion forums where you can ask questions and get help on Windows 8 issues.

Microsoft Answers

Ask questions about Windows 8 and other Microsoft products: http://answers.microsoft.com.

Windows Eight Forums

A discussion forum broken down into different categories, including Installation & Setup, Network & Sharing, and Software & Apps: www.eightforums.com.

Windows 8 Forums

Another discussion forum with different categories where you can ask and answer questions: www.forumswindows8.com.

Windows 8 Forums

Another Windows 8 discussion forum: http://windows8forums.com.

Windows 8 Forum

A community for discussions about Windows 8: http://eightforum.com.

Windows 8 Forums

A site with articles and forums on Windows 8: www.win8forums.com.

My Digital Life Forums Windows 8 Discussions

A forum page with announcements and conversation threads on Windows 8: http://forums.mydigitallife.info/forums/42-windows-8.

CNET's Windows 8 Forum

A Windows 8 forum run by CNET: http://forums.cnet.com/windows-8-forum.

Utilities

Here are a few websites where you will find certain utilities that can enhance Windows 8.

Windows8 StartMenu

A free gadget that replicates the old Windows Start menu: http://windows8startmenu.codeplex.com.

ViStart

Another utility that replicates and enhances the traditional Windows Start menu: www.lee-soft.com/vistart.

Stardock's Start8

A utility that provides a Start button to access the Start screen and other features: www.stardock.com/products/start8.

Glossary

Advanced Boot Options menu A menu that lets you troubleshoot problems, refresh or reset your PC, or restore it from a restore point or image file.

app A shorthand term for a software application.

app bar A bar that appears at the bottom or top of the screen in the Start screen and in Windows 8 apps with icons to launch certain features and options.

app switching A feature that lets you switch from one Windows 8 app to another.

Automatic Repair A feature that tries to fix boot-up problems in Windows by restoring key system and start-up files.

BitLocker A feature that encrypts your hard drive or an external device to protect it from unauthorized access.

charm An icon that appears on the Charms bar providing access to specific features, including Search, Share, Start, Devices, and Settings.

Charms bar A bar that appears on the right side of the Start screen, Apps screen, desktop, and other screens in Windows 8, offering access to various “charms,” or icons for searching, sharing, devices, and settings.

contracts A feature used by developers that lets Windows 8 apps and features share certain information and capabilities with each other.

desktop The traditional desktop familiar to Windows users, but now set up as an app within Windows 8.

Devices A charm that lets you send content to printers and other devices.

Ease of Access A series of features designed to enhance the screen or turn on a Narrator for people who may have vision problems.

Family Safety A Windows feature that lets parents set certain limits on the accounts used by their children.

File history A feature in Windows 8 that automatically backs up key files and documents at specific intervals, giving you the opportunity to restore a file that may be lost or corrupted.

flip A way to visually flip through different open apps until you find the one you want to open.

groups A method to organize different Start screen tiles into their own unique sections.

homegroup A local virtual network that you can set up, allowing different Windows PCs to share files and devices among each other.

Hyper-V A Microsoft tool that lets you create and run virtual machines in Windows 8.

live tile A tile that displays new information as it arrives, such as new e-mail messages or news headlines.

local account An account specific to your PC that does not offer direct access to Microsoft’s online services or let you sync settings across multiple Windows 8 PCs.

Lock screen The screen that first appears when you boot up Windows, displaying a background picture and notifications.

Microsoft account An account that gives you direct access to various online Windows services and lets you sync key settings and other information across multiple Windows 8 PCs.

notifications Alerts that appear on the Lock screen and Start screen when you have new e-mail, new calendar appointments, or other new information.

PC settings A new Windows 8 UI screen with several categories for various settings to configure and customize Windows 8.

picture password A new type of password that lets you log in by creating and re-creating gestures on an image.

PIN A new feature in Windows 8 that lets you create a four-digit PIN to use as a password.

Power User Tasks menu A menu that appears when you right-click on the lower-right hot corner, offering links to Control Panel, Task Manager, Command Prompt, and other "power user" features. Microsoft has not officially given this menu a name, but unofficially it has been dubbed the Power User Tasks menu.

Refresh A feature that lets you restore Windows 8 without losing your Windows 8 UI files and settings.

Remote Desktop A feature in Windows that lets you connect to and control another computer.

Reset A feature that lets you restore Windows 8 back to a clean slate but does not retain any of your files or settings.

restore point A snapshot of your Windows environment, which you can restore in the event of a problem.

Search A charm that lets you search for apps, files, and settings in Windows 8, and content within certain Windows 8 apps.

Semantic Zoom A feature that lets you zoom in and out of the tiles on your Start screen.

Settings A charm that provides access to various system settings, such as Wi-Fi, audio volume, screen brightness, notifications, and power.

Share A charm that lets you share content from certain Windows 8 apps via e-mail or instant messaging.

SkyDrive Microsoft's cloud-based storage and synchronization service, which lets you store files online and sync them among multiple computers.

Start A charm that returns you to the Start screen.

Start screen The replacement for the traditional Start menu, offering tiles to launch different apps and features.

Startup program An application that automatically launches into memory after Windows loads.

Storage Spaces A new feature in Windows 8 that lets you tie together external hard drives and other devices as pooled storage.

Task Manager A familiar Windows tool that lets you view and shut down open applications and processes, redesigned in Windows 8 to provide more details and options.

Task Switcher A sidebar that appears on the left of a Windows 8 UI, which lets you switch from one open app to another.

tile An icon in the Windows 8 UI that lets you launch an app or Windows feature.

virtual machine A way of running one operating system within another by using virtual machine software, such as Hyper-V.

Windows Defender The antivirus software used by Windows 8.

Windows Experience Index A tool used to determine the performance of your PC in processing power, memory, graphics, and hard drive transfer speed.

Windows to Go A feature in Windows 8 Enterprise that lets you store your Windows 8 environment on a USB stick and run it on another PC.

Windows Media Center An application that lets you view photos and videos, play music, and watch and record live TV, but which is available only as an extra paid option in Windows 8.

Windows Store Microsoft's online store where you can download free and paid Windows 8 apps and connect to third-party websites to download traditional desktop applications.

Windows update A feature that can automatically update Windows with the latest patches and fixes.

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